

Master Calendar Integration

MAYFLOWER CHURCH

Master Calendar Integration

Streamline System 04 — Overview

Governing Principle

A single, authoritative master calendar — integrating ministry events, the preaching plan, staff rhythms, and facility use — prevents conflicts, surfaces capacity issues early, and aligns the whole body around a shared rhythm.

The master calendar is the trunk from which the Events, Communications, and Operations calendars all branch; it must be unified in order for any of them to be trustworthy. When the calendar is unified, the congregation knows what is coming, the staff can prepare without colliding, and leaders are protected from the drift that comes from a hundred good ideas crowding the same Sunday.

Mayflower's Current Practice

Mayflower currently manages a public calendar and a communications-and-operations calendar through Planning Center Online Events. On the first day of the second month of each quarter, officers and leaders of the church receive an integrated calendar of public and unpublished events, communication plans, and operations information for the upcoming quarter.

Mayflower Church operates on a January 1 – December 31 calendar. The quarters and their distribution dates are as follows:

- **January - March** — calendar will be sent on the first day of February.
- **April - June** — calendar will be sent on the first day of May.
- **July - September** — calendar will be sent on the first day of August.
- **October - December** — calendar will be sent on the first day of November.

The Preaching Calendar is maintained separately and is available through Planning Center Online Services.

The Three Calendars

System 04 holds three related but distinct calendars. Each has a different audience, a different cadence, and a different owner. The integrity of the system depends on keeping them aligned.

- **Events Calendar.** The master calendar of worship, teaching, ministry rhythms, governance, and special events. Built once a year at the August Leadership Summit, approved by the Servants Council, and published through Planning Center Events. Owner: Senior Pastor.
- **Communications Calendar.** The cadence of how the congregation hears about each event — Bellringer printing deadlines, weekly email themes, Sunday announcement windows, and social media beats. Built backward from each event on the Events Calendar. Owner: Communications Lead.
- **Operations Calendar.** The rhythm of building and resource bookings, room turnovers, setup and teardown assignments, hospitality supplies, A/V preparation, and vendor coordination. Published as a rolling three-month operations view each quarter. Owner: Operations Lead.

The Communications and Operations Calendars are derivative of the Events Calendar, not independent plans. Changes to the Events Calendar flow downstream; changes originating downstream that affect the Events Calendar are referred back to the Senior Pastor.

How This Chapter Fits

- **It is the umbrella of System 04.** The detailed annual planning rhythm — sequence, layers, approval flow, common pitfalls — lives in the companion chapter, *Annual Calendar Planning Process* (System 04A). Read together, the two documents constitute Mayflower's master-calendar policy.
- **It connects to other systems.** The Events Calendar holds the meetings governed by *the Meeting System (its own book)*, the goals refreshed at the August Leadership Summit (*System 14 — Annual Goals*), and the decision tiers that route major events to the right body (*System 09 — Decision-Making Framework*).
- **Where the bylaws govern, the bylaws take precedence.** The Quarterly Congregational Business Meetings, officer elections, and the budget cycle are bylaw matters; this chapter describes how they are placed on the calendar, not what authority they carry.

Document Control

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Owner: Senior Pastor, in coordination with the Servants Council.

Approval: Servants Council, August meeting (annual).

Review cadence: Annually, prior to the August Leadership Summit; and whenever any related bylaw is amended.

Next scheduled review: August 2026 Leadership Summit.

Sources

- *Streamline: How to Create Healthy Church Systems* — Michael Lukaszewski (Chapter 4).
- *The Guide to Healthy Church Operations* — five-pillar operations framework.
- *Mayflower Constitution and Bylaws* — for the Quarterly Congregational Meeting cadence and budget cycle.
- *Annual Calendar Planning Process* (System 04A, May 2026) — companion chapter.

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