

Parish Communications

Liturgical Communications Calendar

The flagship Pillar 2 download. A printable, fillable planning tool that treats the liturgical year as the primary organising principle for parish communications.

Designed to be used once per year in a dedicated planning afternoon, usually in late November or early Advent as the new liturgical year approaches. Reread and updated at the start of each major season. Pinned to the wall of the parish office.

The template is thirteen pages. Each page stands alone as a useful artefact. The curator can print the whole thing, or only the pages she needs for the current season. An optional spreadsheet version supports parishes that prefer digital planning alongside the printed calendar.

THE TEMPLATE

PAGE 1: FRONT MATTER AND INSTRUCTIONS

Liturgical Communications Calendar

Parish of [parish name]

Liturgical year: [e.g., Year A, 2026-2027]

Curator: [name]

Date first completed: [date]

ABOUT THIS CALENDAR

This planning tool treats the liturgical year as the primary organising principle for your parish's communications. It is not a Google Calendar. It is not a content schedule. It is a way of naming, in advance, how your parish's communications will breathe with the Church's own rhythm over the coming year.

It exists because parish communications planned week by week tend to produce flat output at constant volume, regardless of whether the Church is inhaling or exhaling. Communications planned by season tend to produce varied, timely, pastorally attentive content that readers can actually feel the shape of.

HOW TO USE THIS CALENDAR

Fill it in slowly, over several sittings. Not all at once. The full planning exercise is probably three to four afternoons over a few weeks. Pages 3 to 10 (the season pages) are each their own planning exercise. Page 2 is the wall-mounted overview.

Start with Page 2. Print it at A3 if possible. Pin it to the wall of your parish office. This is your year at a glance.

Work through the season pages in order. The order matters. Each season's editorial register is shaped partly by the one that precedes it. Think of it as planning a piece of music, not a spreadsheet.

Come back to this calendar at the start of each season. What you drafted in Advent planning for Eastertide may need adjustment by the time Eastertide actually arrives. That is normal. The calendar is a living document.

Do an end-of-year review on page 13. In late November next year, before you start the next year's calendar, spend an hour reflecting on what worked and what did not. That review is what makes next year's calendar better than this year's.

IF YOU ARE NEW TO THIS WAY OF PLANNING

It may feel strange at first. You may find yourself drawn back to weekly thinking. That is fine. Allow yourself time to get used to it. After one full liturgical year of planning this way, most curators report that they cannot imagine going back.

The Pillar 2 cornerstone essay (*Rhythm & Restraint*) explains the underlying reasoning. If you have not read it, a quiet hour with it before you start this calendar will make the calendar work better. The essay is available free at truelight.digital/formation/rhythm-and-restraint/.

PAGE 2: THE YEAR AT A GLANCE

The Liturgical Year: [Year and span, e.g., Advent 2026 to Advent 2027]

THE SEASONS AT A GLANCE

| SEASON | APPROXIMATE DATES | DURATION |
|---------------------------------------|-------------------|--------------------------|
| Advent | [fill in] | 4 weeks |
| Christmas Octave and Christmastide | [fill in] | ~2 weeks |
| Ordinary Time (after Christmas) | [fill in] | variable |
| Lent | [fill in] | 40 days |
| Holy Week and the Triduum | [fill in] | 1 week |
| Easter Octave | [fill in] | 1 week |
| Eastertide | [fill in] | 50 days to Pentecost |
| Ordinary Time (after Pentecost) | [fill in] | variable, longest season |
| Late Ordinary Time to Christ the King | [fill in] | ~4 weeks |

MAJOR FEASTS TO MARK ON THE WALL CALENDAR

Universal: - Epiphany - Baptism of the Lord - Presentation of the Lord (2 February) - Annunciation (25 March) - Sacred Heart of Jesus - Corpus Christi - Transfiguration (6 August) - Assumption (15 August) - All Saints (1 November) - Immaculate Conception (8 December)

Parish-specific (fill in): - Patronal feast: ____ (date) - Parish anniversary: ____ (date) - *Parish-chosen saint or devotion:* ____ (date) - *Local or diocesan feast:* ____ (date)

YOUR PARISH'S MAJOR EVENTS (FILL IN WITH APPROXIMATE DATES)

- First Holy Communion:
 - Confirmation:
 - Parish retreat or mission:
 - Parish bazaar or fundraising event:
 - Parish trip or pilgrimage:
 - Other significant annual events:
-

PAGES 3 THROUGH 10: SEASON-BY-SEASON PLANNING

Each page below follows the same structure. The curator uses each page to plan one season in depth, and each page stands alone as a wall-pinnable reference for that specific season as it unfolds.

PAGE 3: ADVENT

The breath: Advent is an inhalation. The Church is drawing in, waiting, preparing. Your communications should slow, deepen, and narrow.

Editorial register: fewer items, richer ones. Quiet typography. White space. Language that honours the season of expectation rather than rushing toward Christmas.

Content that fits Advent:

- Penance service announcement (publish twice: two weeks before, then the week of)
- Advent wreath lighting schedule or reflection
- Weekly short reflection on the Sunday Gospel
- Parish Advent initiative (charity drive, food bank, Jesse Tree, etc.)
- Christmas Mass times (publish from the First Sunday of Advent; update weekly)
- Carol service or Lessons and Carols invitation
- Invitation to the sacrament of reconciliation

Content to hold back in Advent:

- Non-urgent appeals and fundraising (unless Advent-framed)
- General parish business that can wait until after Christmas
- New initiative launches (Advent is not the moment)
- Year-end reviews or secular New Year content (too early)
- Content that competes with the spiritual depth of the season

Your parish's Advent plans (fill in):

Week 1 main piece: _____

Week 2 main piece: _____

Week 3 main piece: _____

Week 4 main piece: _____

Standing content to run each week: _____

Reflection for Advent: What is this season asking our parish to communicate, and what is it asking us not to communicate?

PAGE 4: CHRISTMAS OCTAVE AND CHRISTMASTIDE

The breath: Christmas is the held breath. The Church is holding the fullness at the top of the Advent inhalation. Parishes often exhaust themselves with production in the run-up and then fall silent between Christmas Day and New Year, which is almost exactly wrong.

Editorial register: warm, short, consistent presence through the Octave. Less is more, but not absent.

Content that fits the Christmas Octave:

- Christmas Day Mass times (published and republished)

- A warm Christmas message from the priest
- Feast of the Holy Family (Sunday within the Octave)
- Mary, Mother of God (1 January)
- Epiphany
- The Baptism of the Lord (end of Christmastide)
- Short daily or near-daily presence on social media with seasonal imagery

Content to hold back in the Christmas Octave:

- Secular New Year resolutions framing
- Rushing into Ordinary Time content before the season ends
- Complex operational announcements (let the Octave breathe)

Your parish's Christmas plans (fill in):

Christmas Day: _____

Octave days presence: _____

Holy Family Sunday: _____

Mary, Mother of God: _____

Epiphany: _____

Baptism of the Lord: _____

Reflection for Christmastide: How will our parish be present to readers during the Octave, when most of the world has moved on?

PAGE 5: ORDINARY TIME AFTER CHRISTMAS

The breath: The exhale is beginning. The Church is returning to ordinary rhythm, but with the memory of Christmas still fresh. In most years this is a shorter season, cut off by the approach of Lent.

Editorial register: normal cadence returning, but without the depth of the high seasons. Clear, calm, pastorally attentive.

Content that fits this Ordinary Time:

- Return to normal bulletin cadence
- Any new year initiatives that need introducing can begin to surface now
- Parish catechetical offerings (Bible study, RCIA progression, faith formation)
- Gentle introduction of Lent preparation content in the final weeks
- Standing ministry updates

Content to hold back:

- Trying to sustain the intensity of the Christmas season
- Heavy spiritual content inappropriate to the register of Ordinary Time
- Rushing into Lent before the season arrives

Your parish's plans (fill in):

Main themes for this short season: _____

New initiatives to introduce: _____

Lent preparation begins on: _____

Reflection: What is the right level of communication for this in-between season?

PAGE 6: LENT

The breath: A deeper inhalation than Advent. Forty days. The Church draws in more slowly, more seriously, preparing for the Triduum.

Editorial register: weighted, spiritually grounded, longer-form content allowed. The parish's communications take on substance.

Content that fits Lent:

- Stations of the Cross schedule and invitation
- Fridays of Lent (abstinence, fish suppers, parish Lenten meals)
- Lenten almsgiving focus (CAFOD, Trócaire, or local equivalent)
- Lenten spiritual reading recommendations
- RCIA progress (Rite of Election, scrutinies, approach to the Easter Vigil)
- Weekly reflection on the Sunday Gospel
- Invitation to the sacrament of reconciliation
- Preparation for Holy Week
- Parish Lenten initiative (day of recollection, mission, or similar)

Content to hold back in Lent:

- Celebratory content that does not fit the season
- Fundraising appeals unless spiritually framed
- Parish social committee heavy promotion
- Anything that competes with the spiritual weight of the season

Your parish's Lenten plans (fill in):

Ash Wednesday: _____

Week 1: _____

Week 2: _____

Week 3: _____

Week 4: _____

Week 5 (leading to Holy Week): _____

Parish Lenten initiative: _____

Reflection: How will our parish help its people enter Lent deeply rather than observe it superficially?

PAGE 7: HOLY WEEK AND THE TRIDUUM

The breath: The held breath at its fullest. This is the holiest week of the year. Your communications should be minimal and precise.

Editorial register: reverent, quiet, sparse. Short sentences. Plenty of white space. The visual register should signal to the reader that the Church is in a sacred week.

Content that fits Holy Week:

- Triduum Mass times (published a fortnight in advance, reconfirmed the week before)
- Explicit, warm invitation to the Easter Vigil
- Invitation to confession (once, warmly, with times the priest is available)
- A short prayer resource for the week (Stations, Triduum reflection, or simple prayer guide)
- Easter Sunday Mass times

Content to hold back in Holy Week:

- Any appeal for money not framed as part of the season
- Hall bookings, social committee updates, non-urgent operational content
- New initiative launches
- Upcoming summer events (they can wait a week)
- "Easter is coming" countdown content that turns the week into a marketing moment

Your parish's Holy Week plans (fill in):

Palm Sunday: _____

Chrism Mass (if applicable): _____

Holy Thursday: _____

Good Friday: _____

Holy Saturday (Vigil): _____

Easter Sunday: _____

Communications during the Triduum itself (recommended: minimal presence): _____

Reflection: What does our parish's silence during Holy Week communicate that our speech could not?

PAGE 8: EASTER AND EASTERTIDE

The breath: The breath releasing. Fifty days of it. Protestants often mark Easter for a week and move on; Catholics hold it for seven weeks, and the parish's communications should too.

Editorial register: joyful, confident, inviting. The Alleluia is back. The content can be longer, warmer, more generous.

Content that fits Eastertide:

- Easter Octave content (the first eight days treated as one extended feast)
- Weekly reflection on the Resurrection appearances
- Divine Mercy Sunday (Second Sunday of Easter)
- RCIA neophytes (those baptised at the Vigil) welcomed and named
- First Holy Communion (often falls in Eastertide)
- Ascension Thursday or Sunday (depending on diocese)
- Preparation for Pentecost
- Month of Mary (May) content
- Rogation Days (if observed in your parish)

Content to hold back:

- Returning to Ordinary Time too soon; do not let Eastertide collapse after one week
- Heavy operational content that breaks the register of the season

Your parish's Eastertide plans (fill in):

Easter Octave: _____

Divine Mercy Sunday: _____

First Holy Communion: _____

Ascension: _____

Weeks leading to Pentecost: _____

Pentecost: _____

Reflection: How will our parish sustain the joy of Easter across fifty days, without it becoming routine?

PAGE 9: PENTECOST AND ORDINARY TIME RETURNING

The breath: The settling of the breath after the great release of Easter. The Spirit has been given. The Church returns to her ordinary work, now Spirit-commissioned.

Editorial register: normal cadence resumed. The parish's life in longer form. This is where sustained projects, appeals, and new initiatives can live.

Content that fits this early Ordinary Time:

- Pentecost and its Octave where observed
- Trinity Sunday
- Corpus Christi (procession where possible)
- Sacred Heart of Jesus
- Summer catechetical offerings (Bible study, lectio divina, book groups)
- Parish long-term projects (building works, pastoral planning, finance reports)
- Upcoming annual events (parish trip, summer bazaar, autumn programme)

Content to hold back:

- Hyperventilation; the temptation to manufacture intensity because the big seasons have ended
- Trying to replicate Easter's joy in every weekly bulletin

Your parish's plans (fill in):

Pentecost: _____

Trinity Sunday: _____

Corpus Christi: _____

Sacred Heart: _____

Summer offerings: _____

Reflection: How will our parish settle into the long stretch of Ordinary Time with rhythm rather than exhaustion?

PAGE 10: LATE ORDINARY TIME AND CHRIST THE KING

The breath: A slight deepening as the liturgical year draws toward its end. The Gospels turn to the last things. The Church begins, gently, to prepare for Advent.

Editorial register: reflective, slightly weighted, hopeful. The year is ending; Advent is coming.

Content that fits this season:

- Month of the Holy Souls (November)
- All Saints (1 November) and All Souls (2 November)
- Remembrance themes where locally appropriate
- Christ the King as the crown of the year
- Parish annual report and year-end financial matters
- Advent preparation in the final weeks
- Gentle signalling that the new liturgical year is approaching

Content to hold back:

- Treating this as a dead zone; it has its own character
- Rushing into Advent before Christ the King has been observed

Your parish's plans (fill in):

All Saints: _____

All Souls: _____

Other November themes: _____

Christ the King: _____

Advent preparation: _____

Reflection: How will our parish close one liturgical year well so that the next one can begin well?

PAGE 11: PARISH-SPECIFIC FEASTS AND EVENTS

This page is for the feasts and events that belong to your parish specifically, alongside the universal calendar. These need their own planning because they cross seasons in ways that generic templates cannot anticipate.

PATRONAL FEAST

Date: _____

Liturgical season it falls in: _____

How the parish observes it: _____

Communications plan:

- Lead-up (one month before): _____
- Week of: _____
- Day of: _____
- Aftermath: _____

PARISH ANNIVERSARY

Date: _____

Significance (e.g., dedication, founding, patronal anniversary): _____

Communications plan: _____

PARISH-CHOSEN DEVOTIONS

Does your parish have a particular devotion (Divine Mercy, Sacred Heart, Our Lady under a specific title, a local saint)? How does this intersect with the universal calendar?

MAJOR ANNUAL PARISH EVENTS

For each, note the liturgical season it falls in and the communications implications:

- First Holy Communion: _____
 - Confirmation: _____
 - Parish retreat or mission: _____
 - Parish bazaar / major fundraiser: _____
 - Parish trip or pilgrimage: _____
 - Other: _____
-

PAGE 12: ANNUAL EDITORIAL INTENTIONS

This page is for the curator and priest to name, together, three to five intentions for the year ahead. Not goals in a corporate sense. Intentions. What the parish is hoping to serve through its communications this liturgical year.

Intentions might include pastoral emphases (reaching bereaved parishioners, welcoming newcomers, supporting young families), communications improvements (better integration with safeguarding, more consistent seasonal register, reducing bulletin length), or specific initiatives (a year-long catechetical series, a focus on a particular devotion).

INTENTION 1:

How our communications will serve this intention:

INTENTION 2:

How our communications will serve this intention:

INTENTION 3:

How our communications will serve this intention:

INTENTION 4 (OPTIONAL):

How our communications will serve this intention:

INTENTION 5 (OPTIONAL):

How our communications will serve this intention:

Agreed by:

Priest: _____ *Date:* _____

Curator: _____ *Date:* _____

PAGE 13: YEAR-END REVIEW

This page is left blank at the start of the year and completed at the end, before planning the next year's calendar. Honest reflection here is what makes next year's calendar better than this year's.

WHAT WORKED THIS YEAR?

Which seasons did we communicate well in? Which pieces of content landed particularly well with readers?

WHAT DID NOT WORK?

Which seasons did we struggle with? Which pieces of content missed the mark? Where did we drift back into flat weekly planning?

WHAT WAS SAID THAT SHOULD NOT HAVE BEEN?

Were there communications we sent that, on reflection, would have been better held back or silent?

WHAT WAS NOT SAID THAT SHOULD HAVE BEEN?

Were there moments where the parish needed a word from us, and did not receive one?

WHAT WILL WE CARRY INTO NEXT YEAR?

Practices, rhythms, or approaches worth keeping:

WHAT WILL WE LET GO OF?

Habits or obligations that are no longer serving readers:

ONE THING WE ARE PROUD OF THIS YEAR

ONE THING WE WANT TO DO BETTER NEXT YEAR

Reviewed by:

Curator: _____ *Date:* _____

Priest: _____ *Date:* _____

APPENDIX: A NOTE ON MOVEABLE FEASTS

Easter moves each year, and everything that depends on Easter moves with it: Ash Wednesday, Holy Week, Pentecost, Corpus Christi, the length of Ordinary Time before Advent.

For the current liturgical year's exact dates, consult:

- The liturgical calendar of your local bishops' conference (in England and Wales, the Catholic Bishops' Conference of England and Wales publishes the Ordo annually).
- Your diocesan calendar, which will also include local feasts and diocesan events.
- The parish priest's Ordo (if available).

This calendar template is not a substitute for the Ordo. It is a planning companion that uses the Ordo's dates to shape communications rhythm.

Fill in your year's specific dates on Page 2 before beginning the season-by-season planning on Pages 3 to 10.

Based on the True Light Digital Formation framework. For accompanying guidance on the theology and practice behind this calendar, see the Pillar 2 cornerstone essay at truelight.digital/formation/rhythm-and-restraint/.

True Light Digital publishes this calendar as part of its free Formation library. If your parish would value support in building a wider communications system, please contact us at sean@truelight.digital. If not, we hope this calendar serves you well on its own. That is the goal.
