Title: Is It Time to Add a Calendar to Your Site?
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Second Subtitle: #0 The Reasons
Author: Steve
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Summary: People lead busy lives and calendars are seemingly easy ways
The problem is, many people tend to put everything on their calendar and
there. What impact would adding an events calendar to your site have?

Calendars, especially online calendars, create a high expectation for tim
also provide a nice overview of your organization's activities and opportu
can also be high maintenance items. We'll examine a few options for mod
may work for you.

Big Rocks
Many of you have heard this, but perhaps some of you have not, and it b
Everyone has the same amount of time in a day - 24 hours. You can certa
a day, but is it the right stuff? Here's the obvious demonstration The Big Rocks and the rest of

The point is, no matter how full your schedule is, if you try really hard y
things in it!"
"No," the speaker replied, that's not the point. The truth this illustration
the big rocks in first, you'll never get them in at all.
What are the 'big rocks' in your life -- time with your loved ones, your fa
dreams, a worthy cause, teaching or mentoring others? Remember to put
or you'll never get them in at all." So, tonight, or in the morning, when y
story, ask yourself this question: What are the 'big rocks' in my life? The

What does this have to do with an events calendar for your site? Well, as
ministry's calendar can have lots of events on it and all of them are sign
on that calendar. As we have said before, though, not everything belongs
You also know that event schedules change - an particular event may mo
another time, or be canceled completely. Every time that happens, your c
Putting an event in your online calendar is a commitment to your viewers
accurate. If your online calendar is your only calendar, this is a small m
churches, you have an internal calendar you use for space management,
with staff members, or publishing calendars in print newsletters or weekl
those calendars in synch adds extra work. You may also have a workflow
before a particular event makes it to the official calendar. Coordinating
version of your official calendar can create a lot of stress.
My recommendation - start with the Big Rocks, things are are most likely
and are, in most cases, unmovable. Worship services, confirmation class

fall into this category. If your church also follows a Lectionary, like the Revised Common Lectionary or the Book of Common Prayer, those things can also server as sources of events for yo
If you are using your online calendar as your official calendar, then put
consider what events will be publicly viewable and which ones won't. You
for categories and viewing and also for publishing events. Spend some ti
and processes for maintaining your official calendar and how that might
Another important discussion to have and it should probably be one of th
about including a calendar on your site is - 'How will having an online ca
Avoid discussions about how to adapt your ministries to use an online ca