

Thyme and Wellbeing User guide

Introduction

The whole life of a minister should speak powerfully about God not only to the worshipping communities in their care, but also to the wider community. Consequently, it is important to develop healthy patterns of prayer, work and rest to be sustained in ministry. This will differ for each minister and will depend upon personal circumstances. Over the last few years a user-friendly tool ([Thyme and Wellbeing](#)) has been developed to provide a number of differing, but complementary, resources to aid the minister in their duties. These range from administrative tasks (e.g. recording of holidays and claiming expenses) to planning of Sunday Worship (e.g. Service rotas, hymn suggestions and lectionary readings) to name just a few.

Furthermore, *Thyme and Wellbeing* provides the ability for ministers across all denominations to monitor and manage their time. This allows insights to be made into the shape of their unique ministry and aid in the self-regulation of their time. It is further envisaged that the tool can assist in the promotion of wellbeing.

Thyme and Wellbeing also has a number of other key features that have been provided to assist the minister from week to week. These include:

- ability to record holidays, sick leave and sabbaticals;
- Indicate the dates of feasts and festivals throughout the year;
- Provide the time of sunrise/sunset on Easter Day for your locality
- Lectionary Readings for a large number of lectionaries, with ability to search for bible readings within a Lectionary; Lectionary-based hymn suggestions,
- Daily Time Management and Well-being tips
- A simple questionnaire to assess your own wellbeing.

The tool has been developed using LibreOffice Calc¹ (*Thyme Tracker.ods*), but is also available to users of Microsoft Excel (*Thyme Tracker.xlsx*).

An Overview of the Work Sheets

The file contains a number of worksheets (listed below).

Welcome: Welcome Page with general information about *Thyme and Wellbeing* and how to get started.

Settings: Global Settings are modified here (e.g. the current year, the default day off). As there is a huge variety of ministries from parish priest to chaplain and pastor, so the range of activities that an minister will be focused upon will differ. These activities can be edited to reflect an individual's ministry; any changes that are made to these cells are reflected across all sheets and all months.

Leave: The user can enter the start and end days of holidays, sick leave and sabbaticals. These are displayed in a green, red and blue backgrounds (respectively) on the Calendar and Jan, Feb, ... sheets.

Calendar: Provides an overview of the current year displaying Feast Days of the selected Lectionary. The calendar enables the planning of holidays and allows the user to immediately go to any day in the year.

¹ LibreOffice is a powerful office suite and is freely available from <http://www.libreoffice.org/>

Planner: A variety of wall planners (weekly, monthly and half-yearly) that can be printed out.

Claims: A simple sheet for submitting expenses and travel claims.

Wellbeing: An overview of the daily well-being scores are displayed. In addition, a person's well-being can be assessed through a questionnaire.

Shape: This provides a simple way for a minister to gain an insight into the shape of their ministry by inputting the number of hours (or units) that they might spend across ten activities in a given week.

Hymns: For each Sunday throughout the year web links are provided to external websites to aid in the choice of hymns.

Festivals: This provides a list of the Feast Days and Festivals for the selected Lectionary. To aid in planning, a utility is provided to determine the dates of key festivals for a chosen year. Sunrise and Sunset times (UK Only) are provided for the current day and Easter Day.

Lectionary: For each Sunday (and Feasts, Holy Days and Major Festivals) readings are provided from the selected Lectionary. The Lectionary year (e.g. A, B or C) is calculated from the current year and the corresponding readings are automatically determined. All Lectionary Readings are hyperlinked to the Bible Gateway website (www.BibleGateway.com). This allows readings to be displayed in an external web browser, using a Bible translation of your choice. Simply click on the top Bible Reference, and all passages will be displayed in the browser.

Services: A simple rota planner for church services.

Overview: The Overview sheet collates the times entered in the monthly sheets and displays them in tabular and graphical form to allow the minister to gauge where their time is being spent.

Jan, Feb, ..., Dec: For each month there are four/five weekly sheets enabling the minister to enter the time spent on each activity for that week. The list of activities are set in the Overview sheet.

Rather than use a whole lot of words that are unlikely to ever be read, the user guide takes the form of a number of screen-shots highlighting the main points (see subsequent pages). Each worksheet contains further **Help** – simply hover the cursor over the Help

A few tips before starting

1. Think carefully about the activities that your role encompasses. The activities can be edited in the *Settings* tab (those listed are those that occurred to me).
2. Try to account for the hours for each activity in the same way each week (though admittedly this may be different from how others account for their time).
3. Complete the Global Settings in the *Settings* tab and input your holidays for the year.

A Health Warning (compiled by fellow ministers)

This utility is intended for private use only. Use it honestly and do not be tempted to use it as a stick to beat your Church Council, archdeacon, bishop, spiritual director, and (most importantly) yourself. You may choose to use it for a month, a season, a year to gauge whether your perception of how many hours you do each week bears any relation to reality.

Rev. Joe Heaton (22 November 2022).

Welcome

Welcome

[Viewing Tips](#)

Welcome to Thyme Tracker[©]



Thyme Tracker
Userguide

Introduction

It's important to develop healthy patterns of prayer, work and rest to sustain ourselves in ministry. This will differ for each minister and will depend upon personal circumstances. Over the last few years a user-friendly tool (Thyme Tracker) has been developed to support and encourage ministers across all denominations to promote personal well-being, in particular, when it comes to managing time.

Thyme Tracker allows the minister to track the amount of time spent on a range of activities and hence provide an indication where their time is being spent, and importantly to provide an indicator as to where it isn't been spent (and perhaps should be). By recording the hours spent on activities this resource can provide an insight into the shape of someone's ministry and hence might encourage them to consider re-shaping their ministry and aid in the self-regulation of their time. However, Thyme Tracker is more than just a tool to monitor the use of time, it also has many other features developed to support the minister in their role. In effect a suite of tools!

A few important points before beginning ...

1. The current year, day off, Ministry Areas and Activities, etc. needs to be set on the Settings Sheet; changes to dates will then be updated automatically.
2. Edit the Ministry Areas (and associated activities) on the Settings sheet to reflect your ministry.
3. The spreadsheet makes heavy use of hyperlinks (shown in [blue](#) or [red](#)). Simply click on the link (or Ctrl+click) and you will be taken to another part of the spreadsheet.
4. On each sheet there is a **Help** button. Simply hover the cursor over the red square (or triangle) and further information will be displayed.
5. Please see the [Viewing Tips](#) at the top of this sheet to get the best out of Thyme Tracker.
6. Thyme Tracker consists of a large number of Sheets that can be accessed by the Sheet Tabs at the bottom of the window. Some of these may not be visible due to the Screen resolution of the computer. However, the Sheets can all be accessed through the hyperlinks on this sheet (see below), or by the arrows ( ) on each sheet, or by using Ctrl+Page Up / Page Down to move between sheets.
7. Do **not** use Cut-and-Paste as it disrupts not only the formatting, but the underlying calculations.
8. Sheets can be printed out; it may be necessary to adjust the scaling to fit a print to a page.
9. Thyme Tracker is **not** compatible with Google Sheets, Apple Numbers, or Excel 2007 (and earlier), due to loss of functionality.

An brief overview of the various sheets is given below. Each Heading is hyperlinked to the appropriate sheet.

[Settings Sheet](#)

Global Settings are modified here (e.g. the current year, the default day off, Ministry Areas and Activities, etc.). As there is a huge variety of ministries from parish priest to chaplain and pastor, so the range of activities that an minister will be focused upon will differ. These activities can be edited to reflect an individual's ministry; any changes that are made to these cells are reflected across all sheets and all months.

[Lectionary Sheet](#)

For each Sunday (and Feasts, Holy Days and Major Festivals) readings are provided from the selected Lectionary. The Lectionary year (e.g. A, B or C) is calculated from the current year and the corresponding readings are automatically determined (taking account of Easter Day, etc). All Lectionary Readings are hyperlinked to the Bible Gateway website (www.BibleGateway.com). This allows readings to be displayed in an external web browser, using a Bible translation of your choice. Simply click on the top Bible Reference, and all pages will be displayed in the

Global Settings

Settings

← Settings →

Set the Current Year

Year: 2022

Default Day(s) Off: Monday None

Lectionary: Church of England

Advanced Settings: On

Advanced Settings:

Threshold (Red): 5 %

Location: IM9

Agreed Weekly Hours: 35.0

Bible Language: English

Daily Tips/Verses: Bible Verses

Daily Devotions Link: Church of England – Modern

Today's Devotion Link: [Church of England – Modern](#)

Daily Tip:
"For which of you, intending to build a tower, does not first sit down and estimate the cost, to see whether he has enough to complete it?" (Luke 14:28 NRSV)

Author: Dr Joe Heaton
 Date: 18 May 2022
 Version: 3.2

Ministry Areas:

- Leadership
- Services
- Pastoral
- Mission
- Administration
- Wider Church
- Other

Area 1: Leadership

- Prayer and Study
- Personal Development
- Reflection
- Retreats

Area 2: Services

- Service Preparation
- Sermon Writing
- Services
- Teaching / Mentoring

Area 3: Pastoral

- Pastoral Care / Visiting
- Church Social Events
- Baptisms
- Weddings
- Funerals

Area 4: Mission

- Mission and Outreach
- Community Engagement
- Schools' Work
- Children / Young People

Area 5: Administration

- Administration & emails
- Parish Organisation
- Staff Meetings
- Buildings and Churchyard

Area 6: Wider Church

- Diocesan Duties
- Ecumenical Engagement

Validation Info

Role: Parish Priest

Colour Coding: On

Other: (Reserved)

- Travel Time
- Duties not listed elsewhere

All Activity slots filled.

Set your normal day(s) off. The day off for a specific week can be changed.

Select which lectionary to use

Activities above a percentage threshold are coloured in red.

Set Location (UK only). Used for determining sunrise and sunset

Ministry Areas can be specified to reflect an individual's ministry

Select from a variety of Ministry Roles.

Ministry Areas can be colour-coded

Activities within each Ministry Area can be specified to further reflect an individual's ministry

Leave

Total No. of days holiday (incl. Bank Holidays)

Total No. of Sundays allowed to take off in a given year.

Total No. of Holidays: 42

Total No. of Sundays: 6

[Help](#)

[Jump to Today](#)

Annual Leave

Sick Leave

	Start Date	End Date	No. of Holidays	Holidays Left	No. of Sundays	Sundays Left
1	Mon 15 Feb 2021	Thu 18 Feb 2021	2	40	0	6
2	Sun 04 Apr 2021	Sun 04 Apr 2021	1	39	1	5
3	Thu 29 Jul 2021	Sun 15 Aug 2021	14	25	3	2
4	Sun 26 Dec 2021	Fri 31 Dec 2021	4	21	1	1
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
Total			21	21	5	1

Enter Start and End Dates of Holidays.

	Start Date	End Date	No. of Sick Days
1	Tue 04 May 2021	Sun 09 May 2021	6
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total			6

Sabbatical Leave

	Start Date	End Date	Sabbatical Days
1	Tue 12 Oct 2021	Thu 28 Oct 2021	17
2			
3			
Total			17

Longest Period between Holidays is from:
16 August to 25 December; 133 days (~4.3 months)

There are 52 Days until the next Planned Holiday:
26 December until 31 December; 6 days

Calendar

Each day of the year is hyperlinked; clicking on the link will take you to that day.

← **Calendar (2021)** →
Help

[Jump to Today](#)

January						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Show / Hide Calendar Elements:

Feast Days: Show 31

Holidays: Show

Sick Leave: Show

Sabbaticals: Show

Weekly Day(s) Off: Show

Feast Days are taken from the Church of England Lectionary

Summary of Holidays

No. of Holidays Planned: 21 Days

Holidays yet to Plan: 21 Days

Longest Period between Holidays is from:
16 August to 25 December; 133 days (~4.3 months)

There are 52 Days until the next Planned Holiday:
26 December until 31 December; 6 days

Festival Days are coloured in red.

Thyme and Wellbeing (v3.2)

Page 6 of 19

Planner

A variety of wall planners that can be printed out to aid in long term planning.

July	August	September	October	November	December
	01 Mon			01 Tue	
	02 Tue			02 Wed	
	03 Wed			03 Thu	
	04 Thu	01 Thu		04 Fri	
01 Fri	05 Fri	02 Fri		05 Sat	
02 Sat	06 Sat	03 Sat	01 Sat	06 Sun	
03 Sun	07 Sun	04 Sun	02 Sun	07 Mon	
04 Mon	08 Mon	05 Mon	03 Mon	08 Tue	
05 Tue	09 Tue	06 Tue	04 Tue	09 Wed	
06 Wed	10 Wed	07 Wed	05 Wed	10 Thu	
07 Thu	11 Thu	08 Thu	06 Thu	11 Fri	
08 Fri	12 Fri	09 Fri	07 Fri	12 Sat	
09 Sat	13 Sat	10 Sat	08 Sat	13 Sun	
10 Sun	14 Sun	11 Sun	09 Sun	14 Mon	
11 Mon	15 Mon	12 Mon	10 Mon	15 Tue	
12 Tue	16 Tue	13 Tue	11 Tue	16 Wed	
13 Wed	17 Wed	14 Wed	12 Wed	17 Thu	
14 Thu	18 Thu	15 Thu	13 Thu	18 Fri	
15 Fri	19 Fri	16 Fri	14 Fri	19 Sat	
16 Sat	20 Sat	17 Sat	15 Sat	20 Sun	
17 Sun	21 Sun	18 Sun	16 Sun	21 Mon	
18 Mon	22 Mon	19 Mon	17 Mon	22 Tue	
19 Tue	23 Tue	20 Tue	18 Tue	23 Wed	
20 Wed	24 Wed	21 Wed	19 Wed	24 Thu	
21 Thu	25 Thu	22 Thu	20 Thu	25 Fri	
22 Fri	26 Fri	23 Fri	21 Fri	26 Sat	
23 Sat	27 Sat	24 Sat	22 Sat	27 Sun	
24 Sun	28 Sun	25 Sun	23 Sun	28 Mon	
25 Mon	29 Mon	26 Mon	24 Mon	29 Tue	
26 Tue	30 Tue	27 Tue	25 Tue	30 Wed	
27 Wed	31 Wed	28 Wed	26 Wed	31 Thu	
28 Thu		29 Thu	27 Thu		
29 Fri		30 Fri	28 Fri		
30 Sat			29 Sat		
31 Sun			30 Sun		

September 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11 Proper 18 / Trinty 12
12	13	14	15	16	17	18 Proper 19 / Trinty 13
Holy Cross Day 21			22	23	24	25 Proper 20 / Trinty 14
Matthew Evangelist 28			29	30		31 Proper 21 / Trinty 15
			Michael and All Angels			

Monday (12 Sep)	Tuesday (13 Sep)	Wednesday (14 Sep)	Thursday (15 Sep)	Friday (16 Sep)	Saturday (17 Sep)	Sunday (18 Sep)
Morning	Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening	Evening	Evening	Evening
		Holy Cross Day				Proper 20 / Trinty 14

Holidays are displayed in green.

Feast Days and Sunday Names are displayed in red.

Travel and Expenses Claim

← Expenses and Travel Claim →
Help

Name:
[Jump to Today](#)

Expenses Claim

[Jump to Travel Claim](#)

	Date	Category	Description	Receipt	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
⋮					
35					
36					
37					
38					
39					
40					

Details of Expenses are entered in these rows. Drop-down menus simplify data entry.

The Expense Total is shown here

Total Claim: £0.00

[Jump to Expenses Claim](#)

Travel Claim

Cost per mile:

Units:

Use Odometer:

	Date	Start Location	Destination	Purpose of Travel	Round Trip	Parking	Distance (miles)	Odometer		Distance (miles)
								Start	Finish	
1										
2										
3										
4										
5										
6										
7										
8										
9										
⋮										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										

Details of Journeys are entered in these rows. Drop-down menus simplify data entry.

Claim forms can be printed out for submission. Printing to a PDF document should be possible. (It may not be necessary to print all pages).

Total Distance (miles):	0.00
Travel Claim (@ £1.00 per mile):	£0.00
Parking:	£0.00
Total Claim:	£0.00

Well-being Questionnaire

Health and Well-being Questionnaire

Tick which statements apply to you

Work Health

- I am able to cope under pressure when I am at work
- I am motivated in my current position
- I have direction with my career opportunities
- I am energised at work and mostly able to meet my deadlines
- I generally enjoy and look forward to work

Physical Health

- I am my ideal weight
- I don't have high blood pressure and/or cholesterol
- I rarely suffer from colds / flu / viruses
- I generally feel healthy
- I rarely feel that I lack energy

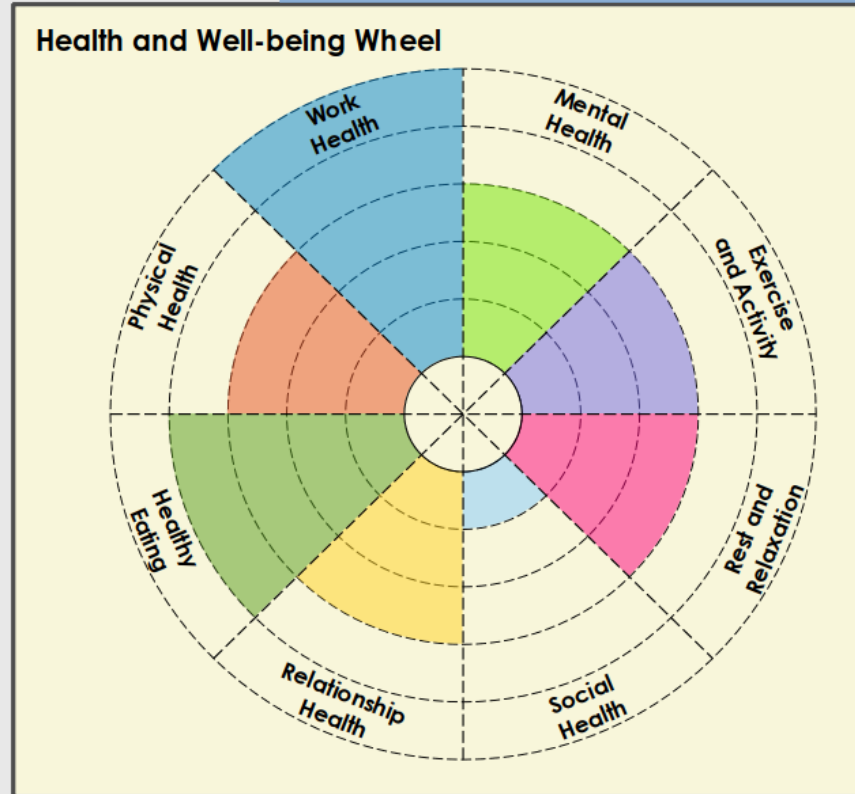
Healthy Eating

- I eat at least five portions of fruit and vegetables a day
- I eat out and have takeaways less than 2x per week
- I nearly always eat meals prepared from scratch
- I seldom eat foods and snacks that are high in sugar
- My alcohol consumption is within recommended guidelines

Relationship Health

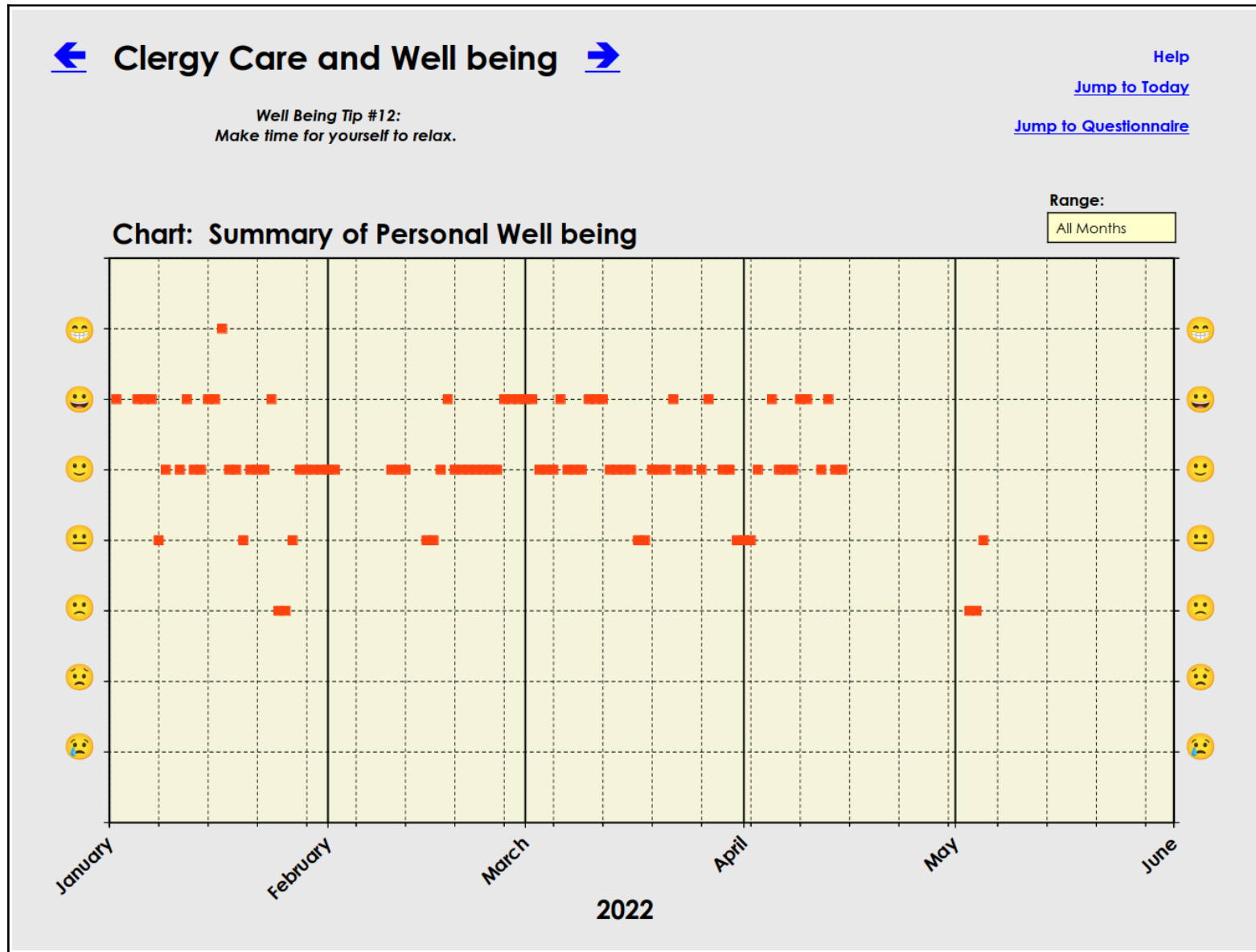
- I have healthy relationships with my work colleagues
- Relationships within my family are happy and conflict-free
- I invest time to maintain healthy and happy relationships
- I am content with the relationships I have in my life and feel happy and fulfilled
- I never take my relationships and friendships for granted

A simple questionnaire to assess your wellbeing (provided by Whole Wellbeing®).



WHOLE WELLBEING

Wellbeing Chart



Shape

← Clergy Care and Well being →

Assessing the Personal Shape of Your Ministry

A simple tool for reflecting upon amount of time spent on ministry activities.

Help

[Jump to Today](#)

1. Maximum Ministry Time per week: Hours

2.

	Ministry Areas	Amount
1	Leadership	3.0
2	Services	4.0
3	Pastoral	8.0
4	Mission	6.0
5	Administration	3.0
6	Wider Church	10.0
7	Other	4.0
8	The Unexpected	7.0
Hours Remaining:		0.0
Total:		45.0

Enter ministry activities here

Maximum Non-Ministry Time per week: 123 Hours

3. 4.

	Non-Ministry Areas	Amount
1	Sleep	63.0
2	Meal times	14.0
3	Family / Friends	27.0
4	Recreation	7.5
5	Exercise	3.5
6		
7	None of the Above	4.0
Hours Remaining:		6.5
Total:		116.5

Enter non-ministry activities here

Process:

1. Enter the Maximum Ministry Hours per week
2. Enter time spent per week for each Ministry Area
3. Edit the Categories for Non-Ministry Areas (e.g.)
4. Enter time spent per week for each Non-Ministry Area

Important Note: It is recognised that ministry cannot be seen in the same light as secular employment, and that the idea of a maximum number hours per week for ministry will be seen as an anathema to many. The intention here is to provide an indication of the shape of someone's ministry rather than for this to be overly prescriptive. Furthermore, it is hoped that this will provide a focus for reflection upon one's own ministry and thereby allow an individual's ministry to flourish.

Chart 1a of 2: Ministry Areas

- Leadership
- Services
- Pastoral
- Mission
- Administration
- Wider Church
- Other
- The Unexpected

Chart 1b of 2: All Areas

- Ministry Areas
- Sleep
- Family / Friends
- Meal times
- Recreation
- None of the Above
- Exercise

A graphical view is shown here

Hymns

←

Hymn Suggestions

→

based on the Lectionary

[Jump to this Sunday's Hymns](#)
[Jump to Today](#)

Website Links

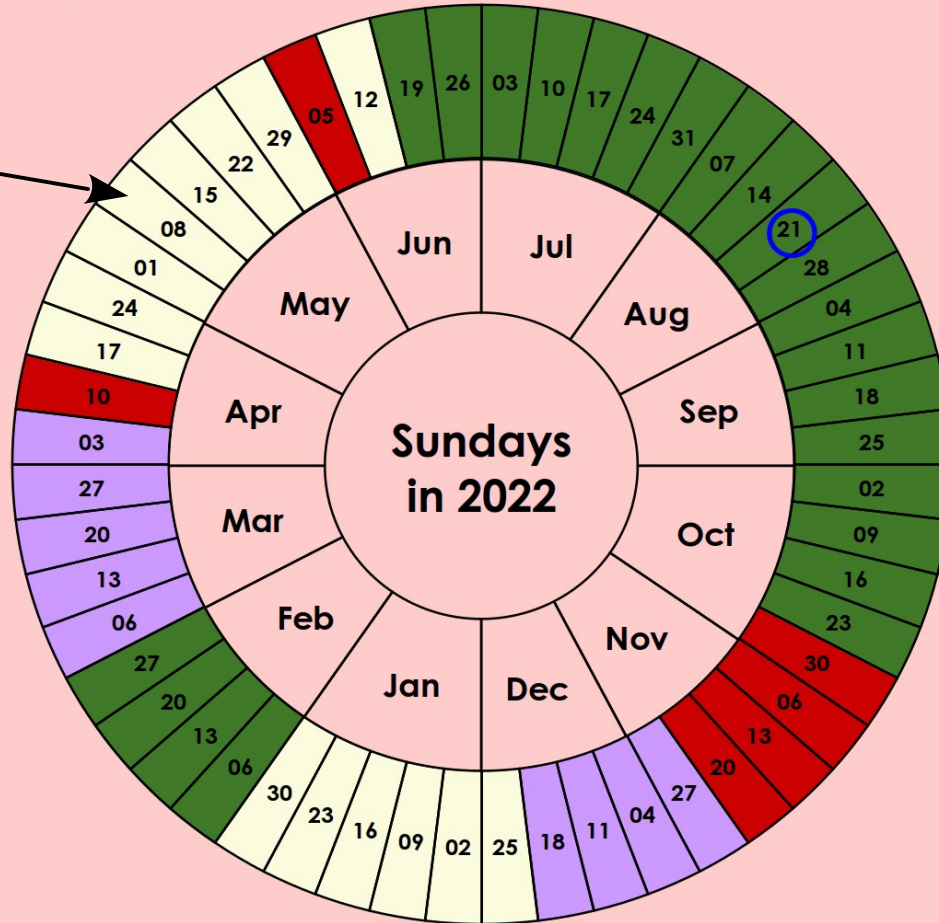
Date (2021)	Sunday in the Year	RCL Lectionary:	Narrative Lectionary:	Word To Worship Website
03 January	2nd Sunday of Christmas	Oremus Hymnal	Freed From Freed To	Word To Worship
10 January	The Baptism of Christ	Oremus Hymnal	Freed From Freed To	Word To Worship
17 January	2nd Sunday of Epiphany	Oremus Hymnal	Freed From Freed To	Word To Worship
24 January	3rd Sunday of Epiphany	Oremus Hymnal	Freed From Freed To	Word To Worship
31 January	4th Sunday of Epiphany	Oremus Hymnal	Freed From Freed To	Word To Worship
07 February	2nd Sunday before Lent	Oremus Hymnal	Freed From Freed To	Word To Worship
14 February	Sunday before Lent	Oremus Hymnal	Freed From Freed To	Word To Worship
21 February	1st Sunday of Lent	Oremus Hymnal	Freed From Freed To	Word To Worship
28 February	2nd Sunday of Lent	Oremus Hymnal	Freed From Freed To	Word To Worship
07 March	3rd Sunday of Lent	Oremus Hymnal	Freed From Freed To	Word To Worship
14 March	4th Sunday of Lent	Oremus Hymnal	Freed From Freed To	Word To Worship
21 March	5th Sunday of Lent	Oremus Hymnal	Freed From Freed To	Word To Worship
28 March	Palm Sunday	Oremus Hymnal	Freed From Freed To	Word To Worship
04 April	Easter Day	Oremus Hymnal	Freed From Freed To	Word To Worship
11 April	2nd Sunday of Easter	Oremus Hymnal	Freed From Freed To	Word To Worship
18 April	3rd Sunday of Easter	Oremus Hymnal	Freed From Freed To	Word To Worship
25 April	4th Sunday of Easter	Oremus Hymnal	Freed From Freed To	Word To Worship
02 May	5th Sunday of Easter	Oremus Hymnal	Freed From Freed To	Word To Worship
09 May	6th Sunday of Easter	Oremus Hymnal	Freed From Freed To	Word To Worship
16 May	7th Sunday of Easter	Oremus Hymnal	Freed From Freed To	Word To Worship

Click on the links, and hymn suggestions from the website will be displayed in an external browser.

Hymns (continued)

Liturgical Colour Wheel

A Liturgical Colour Wheel indicating the colour for each Sunday of the Year (e.g. 8 May is White).



Festivals

←

Feasts and Festivals

→

[Help](#)

Next Feast / Festival:

Christ the King is on the 21 November (17 days time)

[Jump to Today](#)

Taken from the Church of England Lectionary

Date (2021)	Festival Name	C of E Services
Fri 01 January	Circumcision of Jesus	almanac.oremus.org
Wed 06 January	The Epiphany	almanac.oremus.org
Sun 10 January	Baptism of Christ	almanac.oremus.org
Mon 25 January	Conversion of Paul	almanac.oremus.org
Tue 02 February	Candlemas	almanac.oremus.org
Wed 17 February	Ash Wednesday	almanac.oremus.org
Sun 14 March	Mothering Sunday	almanac.oremus.org
Fri 19 March	Joseph of Nazareth	almanac.oremus.org
Thu 25 March	The Annunciation	almanac.oremus.org
Mon 29 March	Monday of Holy Week	almanac.oremus.org
Tue 30 March	Tuesday of Holy Week	almanac.oremus.org
	Wednesday of Holy Week	almanac.oremus.org
	Maundy Thursday	almanac.oremus.org
	Good Friday	almanac.oremus.org
	Holy Saturday	almanac.oremus.org
	Easter Day	almanac.oremus.org
Fri 23 April	St. George	almanac.oremus.org
Sun 25 April	Mark the Evangelist	almanac.oremus.org
Sat 01 May	Phillip and James	almanac.oremus.org
Thu 13 May	Ascension Day	almanac.oremus.org
Fri 14 May	Matthias the Apostle	almanac.oremus.org
Sun 23 May	Pentecost	almanac.oremus.org
Sun 30 May	Trinity Sunday	almanac.oremus.org
Mon 31 May	Visit of Mary to Elizabeth	almanac.oremus.org
Thu 03 June	Corpus Christi	almanac.oremus.org
Fri 11 June	Barnabas, Apostle	almanac.oremus.org
Thu 24 June	Birth of John the Baptist	almanac.oremus.org
Tue 29 June	Peter and Paul, Apostles	almanac.oremus.org
Tue 29 June	Peter, Apostle	almanac.oremus.org
Sat 03 July	Thomas, Apostle	almanac.oremus.org
Thu 22 July	Mary Magdalene	almanac.oremus.org
Sun 25 July	James the Apostle	almanac.oremus.org
Fri 06 August	Transfiguration of Christ	almanac.oremus.org
Sun 15 August	Blessed Virgin Mary	almanac.oremus.org
Tue 24 August	Bartholomew, Apostle	almanac.oremus.org
Tue 14 September	Holy Cross Day	almanac.oremus.org
Tue 21 September	Matthew the Evangelist	almanac.oremus.org
Wed 29 September	Michael and All Angels	almanac.oremus.org
Mon 18 October	Luke the Evangelist	almanac.oremus.org
Thu 28 October	Simon and Jude, Apostles	almanac.oremus.org

Key Festivals Lookup:

Year:

The Baptism of Christ	09 January
Ash Wednesday	02 March
Palm Sunday	10 April
Good Friday	15 April
Easter Day	17 April
Ascension Day	26 May
Pentecost	05 June
Trinity Sunday	12 June
Remembrance Sunday	13 November
Christ the King	20 November
Advent Sunday	27 November
Christmas Day is on Sunday	

■ **Twilight Times on Holy Saturday (16 April 2022)**

Civil Twilight	09:03 PM
Nautical Twilight	09:57 PM
Astronomical Twilight	11:07 PM

■ **Sunrise and Sunset Times (UK Only)**

	Sunrise	Sunset
Easter Day (17 Apr 2022)	05:55 AM	08:21 PM
Today (04 Nov 2021)	07:26 AM	04:18 PM
A week Today	07:42 AM	04:03 PM

Note: All times are automatically adjusted for UK Daylight Saving Time (i.e. Summer / Winter Time).

Date Calculator:

are on:

07 January	01 July
04 February	05 August
04 March	02 September
01 April	07 October
06 May	04 November
03 June	02 December

Festival Days. Selecting the link will open the CoE services for that day from the Oremus website

Selecting the year will indicate the dates of key festivals.

A Date Calculator that indicates the dates in the months for first, second, ... Mondays, Tuesdays ...

Thyme and Wellbeing (v3.2)

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Lectionary Readings

← **Lectionary Readings (Year 2022)** →
[Help](#)

[Jump to this Sunday's Readings](#)
[Jump to Top](#)

[Jump to the next Festival's Readings](#)
Readings are from the Church of England Lectionary
[Jump to Today](#)

Sunday Readings (Year C)

Bible Translation:
Revised Standard Version (RSV)

Lectionary Year:
Auto-Selected

Readings in Ordinary Time:
Related

Book [and Chapter]:
Luke 2

Reverse Lectionary

No. of Readings Found: 8

4th Sunday of Epiphany: Luke 2:22-40

Christmas Day: Luke 2:1-14, 15-20

Circumcision of Jesus: Luke 2:15-21

Candlemas: Luke 2:22-40

Joseph of Nazareth: Luke 2:41-52

Mothering Sunday: Luke 2:33-35 or John 1:6-9

02 Jan 2022 (2nd Sunday of Christmas) - White

<p><i>Principal Service</i></p> <p>Jeremiah 31:7-14 Psalm 147:13-21 Ephesians 1:3-14 John 1:[1-9], 10-18 or Ecclesiasticus 24:1-12 Canticle: Wisdom of Solomon 10:15-21 Ephesians 1:3-14 John 1:[1-9], 10-18</p>	<p><i>Second Service</i></p> <p>Psalm 135* 1 Samuel 1:20-28 1 John 4:7-16 Gospel at Holy Communion: Matthew 2:13-23</p>	<p><i>Third Service</i></p> <p>Psalm 87 Isaiah 12 1 Thessalonians 2:1-8</p>
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09 Jan 2022 (The Baptism of Christ) - White

<p><i>Principal Service</i></p> <p>Isaiah 43:1-7 Psalm 29 Acts 8:14-17 Luke 3:15-17,21,22</p>	<p><i>Second Service</i></p> <p>Psalm 46, 47 Isaiah 55:1-11 Romans 6:1-11 Gospel at Holy Communion: Mark 1:4-11</p>	<p><i>Third Service</i></p> <p>Psalm 89:19-29 Isaiah 42:1-9 Acts 19:1-7</p>
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16 Jan 2022 (2nd Sunday of Epiphany) - White

<p><i>Principal Service</i></p> <p>Isaiah 62:1-5 Psalm 36:5-10 1 Corinthians 12:1-11 John 2:1-11</p>	<p><i>Second Service</i></p> <p>Psalm 96 1 Samuel 3:1-20 Ephesians 4:1-16 Gospel at Holy Communion: John 1:29-42</p>	<p><i>Third Service</i></p> <p>Psalm 145:1-13 Isaiah 49:1-7 Acts 16:11-15</p>
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Click on the links, and the bible verses will be displayed in an external browser.

Reverse Lectionary allows you to search for when a reading occurs in the lectionary.

Service Planning

Church Services

Sunday Service Rota Planner

1. **Churches**

Churches	
1	Kirk Christ (9.30am)
2	St. Catherine's (8am)
3	St. Catherine's (11am)
4	St. Mary's (11am)
5	St. Peter's (3.15pm)
6	Church 6
7	Church 7
8	Church 8
9	Church 9
10	Church 10

2. **Ministers' Name**

Ministers' Name	Initials
Joe Heaton	JH

3. **Types of Service**

Types of Service
(No Service)
(CW MP)
(CW EP)
(CW HC)
(BCP MP)
(BCP EP)
(BCP HC)
(All Age Service)
(All Age Service)

4. **Start Month of Rota**

November 2021

Red Highlighter

JH

Blue Highlighter

Green Highlighter

JH

Process

1. Populate the Churches
2. Populate the Ministers (with names and their initials)
3. Populate the Types of Service
4. Select the Start Month of the three-month Rota
5. Populate the Service Pattern for each Church
6. Enter the Ministers in the three-month Service Rota
7. A more detailed rota (that includes hymns, readings, etc.) can also be entered in this detailed rota
8. Rotas can be printed out (not all pages may be printed)

Service Pattern for Churches: 1 to 5

	Kirk Christ (9.30am)	St. Catherine's (8am)	St. Catherine's (11am)	St. Mary's (11am)	St. Peter's (3.15pm)
1 st Sunday	(CW MP)	(BCP HC)	(CW MP)	(CW HC)	(BCP EP)
2 nd Sunday	(CW HC)	(No Service)	(CW HC)	(All Age Service)	(BCP EP)
3 rd Sunday	(CW MP)	(BCP HC)	(All Age Service)	(CW HC)	(BCP HC)
4 th Sunday	(CW HC)	(No Service)	(No Service)	(No Service)	(No Service)
5 th Sunday	(CW HC)	(No Service)	(CW HC)	(CW MP)	(BCP EP)

Service Pattern. Services are selected from the drop-down list.

Start month of the 3-month Service Rota

A detailed church service rota for a selected month can be printed out.

7. **Selected Month**

November 2021

Sunday Service Rota (November 2021 to January 2022)

Date	Sunday	Colour	Kirk Christ (9.30am)	St. Catherine's (8am)	St. Catherine's (11am)	St. Mary's (11am)	St. Peter's (3.15pm)
07 Nov	3rd Sunday before Advent	Red / Green	JH (CW MP)	(BCP HC)	(CW MP)	(CW HC)	(BCP EP)
14 Nov	2nd Sunday before Advent	Red / Green	(CW HC)	(No Service)	(CW HC)	(All Age Service)	(BCP EP)
21 Nov	Christ the King	Red	(CW MP)	(BCP HC)	(All Age Service)	(CW HC)	(BCP HC)
28 Nov	1st Sunday of Advent	Purple	(CW HC)	(No Service)	(No Service)	(No Service)	(No Service)

St. C

1st Sunday
07 Nov

Service (CW MP)

Minister

Colour Red / Green

Sunday 3rd Sunday before Ac

The Overview Table

← Overview for 2021 → Help

[Jump to Charts](#) [Jump to Today](#)

Rank	Activities	Percent	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
5	Prayer and Study	6%	18.50	3.00							1.00	11.00	3.50		
	Personal Development	5%	15.25	1.50							2.75	6.50	2.00	2.50	
	Reflection	3%	11.00	1.00							7.00	1.00	2.00		
	Retreats	3%	11.00								2.00	6.00	3.00		
	Service Preparation	5%	14.75									11.00	1.00	2.75	
	Sermon Writing	3%	10.25								2.00	5.50	2.75		
7	Services	5%	17.25	3.50							1.00	8.00	4.00	0.75	
4	Teaching / Mentoring	7%	21.50									13.00	8.50		
	Pastoral Care / Visiting	9%	27.00								3.50	19.00	4.50		
2	Church Social Events	3%	10.25	0.75								3.50	6.00		
	Baptisms	1%	4.00									4.00			
	Weddings	2%	7.25								2.75	3.75	0.75		
	Funerals	1%	2.00									2.00			
	Mission and Outreach	0%	1.00									1.00			
	Community Engagement	0%	0.50											0.50	
	Schools' Work	1%	4.25								1.75	2.50			
	Children / Young People	1%	4.50								2.00	2.50			
	Administration - incl. emails	2%	7.50								1.00	2.00	3.00	1.50	
	Parish Organisation	0%	0.50								0.25			0.25	
8	Staff Meetings	5%	16.50	0.25							2.00	8.00	6.25		
	Buildings and Churchyard	2%	7.75									1.75	5.50		
3	Diocesan Duties	7%	21.75								4.00	10.75	4.50	2.50	
	Ecumenical Engagement														
6	Travel Time	6%	18.25								3.50	5.75	6.75	2.25	
1	Duties not listed above	21%	65.00								9.75	36.00	16.50	2.75	
	Total Hours	100%	317.00	10.00							44.25	164.50	80.50	15.75	
	No. of Leave Days - Worked		16	1							4	5	4	1	
	No. of Weeks in Month		15	1							4	5	4	1	
	Average Hours per Week		21.13	10.00							11.56	32.90	20.13	15.75	
	No. of Excessive Hours		47.25									39.50	7.75		
	No. of Holidays		14			2					4		3	1	4

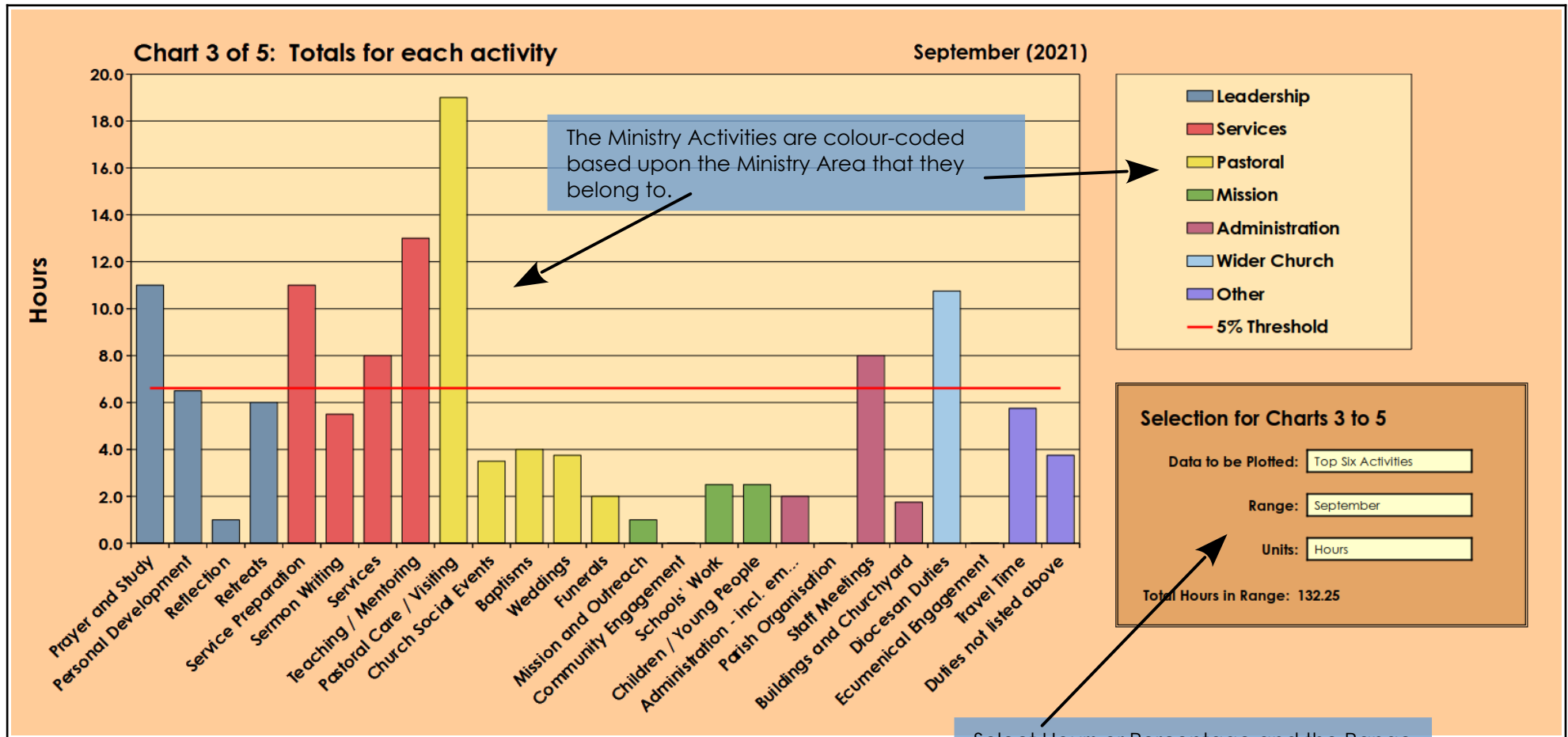
The Monthly Totals (to date)

The Annual Totals (to date)

The Activities are colour-coded to indicate the Ministry Area that they belong to.

Summary Information

The Overview Chart



Select Hours or Percentage and the Range, and the chart is modified accordingly. Other charts are available.

The Weekly View

← **January** →
Today's Sunrise: 08:29 AM
Today's Sunset: 04:28 PM
Agreed Hours:
Help
Sheet Last Modified: Sun 16 Jan 10:14 AM

Festival Days. Selecting the link will jump to the readings
A graphical indication of how much time is left in the current week. (This turns red if the agreed hours is exceeded).

Sundays. Selecting the link will jump to the readings for that day

Links to Daily Reflections / Readings. Choice is selected from the Settings.
Day off selected here, and shown here
Holidays are indicated with a pale green background; Sick days with a pale red background.

Ministry Activities are colour-coded to reflect the Ministry Area
Tasks that are above a threshold are highlighted in red.

Week Beginning: Monday 3 January
 The Epiphany
Baptism of Christ

Day(s) Off:

Rank	Activities	Percent	Total	Monday 03 Jan	Tuesday 04 Jan	Wednesday 05 Jan	Thursday 06 Jan	Friday 07 Jan	Saturday 08 Jan	Sunday 09 Jan
6	Prayer and Study	8%	2.50		0.50	0.50	0.50	0.50	0.50	
	Personal Development									
7	Reflection	6%	2.00					2.00		
2	Retreats	12%	4.00		4.00					
4	Service Preparation									
4	Sermon Writing					3.00				
7	Services	12%	2.00							2.00
	Teaching / Mentoring									
7	Pastoral Care / Visiting	6%	2.00		2.00					
2	Church Social Events	12%	4.00			4.00				
	Baptisms									
	Weddings									
7	Funerals	6%	2.00							
7	Mission and Outreach	6%	2.00							
	Community Engagement									
	Schools' Work									
	Children / Young People									
	Administration & emails	3%	1.00				1.00			
	Parish Organisation									
4	Staff Meetings	9%	3.00					3.00		
	Buildings and Churchyard									
	Diocesan Duties									
1	Ecumenical Engagement	15%	4.75				4.75			
	Travel Time									
	Duties not listed elsewhere									
	Total Hours		32.25	0.00	6.50	7.50	8.25	7.50	0.50	2.00
	Hours Remaining		7.75							

Monthly Overview

Rank	Activities	Percent	Total
	Prayer and Study	5%	6.50
	Personal Development	3%	4.00
	Reflection	3%	5.00
	Retreats	5%	7.00
	Service Preparation	4%	6.00
	Sermon Writing	3%	5.00
2	Services	7%	10.00
	Teaching / Mentoring	3%	5.00
	Pastoral Care / Visiting	3%	4.00
6	Church Social Events	6%	8.00
4	Baptisms	6%	9.00
	Weddings	4%	6.00
	Funerals	3%	5.00
5	Mission and Outreach	6%	8.75
7	Community Engagement	5%	7.75
	Schools' Work	3%	5.00
	Children / Young People		
7	Administration & emails	5%	7.75
	Parish Organisation		
	Staff Meetings	5%	7.00
	Buildings and Churchyard		
1	Diocesan Duties	10%	14.00
3	Ecumenical Engagement	7%	9.50
	Travel Time		
	Duties not listed elsewhere	2%	3.00
	Total Hours	100%	143.25
	Average Hours per Week		35.81
	No. of Weeks in Month		4
	No. of Leave Days - Worked		2
	No. of Excessive Hours		3.50
	No. of Holidays		1