

St. Paul's Parish Communications Guidelines

This policy briefly explains our Parish Communications Strategy and provides guidelines for the methods used to provide communications in our parish.

Parish Communications Strategy

The intent of our Parish Communications Strategy is to provide a framework for sharing important and timely information that relates to our parish and our Catholic community. This policy will provide clear guidelines and an efficient process for all who submit information for communication. It will also assist the Pastor and staff as they maintain parish publications. All information published by our parish will be in alignment with our Mission and Vision Statements "Animate our lives and become the bible the world reads" and "Discipleship through relationship" In keeping with these goals, the following guidelines are provided:

General:

- Submissions will be reviewed and approved by the director of communications, the pastor, and the pastoral associate of ministry.
- The Parish reserves the right to edit submissions to correct errors or conserve space as needed.
- Submissions should be short and concise.
- Submitters should include contact information (name, phone number, email)

Weekly Bulletin:

- Submissions must be received 10 days prior to the Sunday, you want it to appear. During holiday and major liturgical seasons, significantly earlier submission deadlines may apply.
- Submissions should be sent electronically via the announcement form. Hardcopy submissions are acceptable. Verbal submissions will not be accepted.
- Approved submissions will be placed in the bulletin as space allows.
- Whole-page and half-page bulletin space will be reserved for events geared toward the whole parish. Exceptions will be made at the bulletin editor's discretion and as space permits. Text may be submitted via Word doc, Google doc, or in the body of an email. Graphics and images are best as jpg or png format.
- Questions? Email cpasillas@stpaulsnampa.org

Note: Information concerning ongoing programs and activities will not be printed every week but will rotate in and out of the bulletin throughout the year.