

## **GUIDELINES FOR BULLETIN, PULPIT ANNOUNCEMENTS, PARISH WEBSITE, CONSTANT CONTACTS, BNN**

The following guidelines have been adopted to facilitate the processing of communications between parish programs and ministries and the faithful of Saint Brigid. These announcements serve as a first line of communication with parishioners and often create a lasting impression of a parish program or ministry.

### **General Guidelines**

All items should be submitted in writing, preferably by email, to eliminate the possibility of items being lost or misplaced. Please include timeframe the item should run. Items should include contact information: name, phone, and/or email address to include with publication.

All requests should be made through the Parish Secretary who is responsible for their publication.

Articles and announcements may be edited for content and may be condensed due to space constraints.

Ministry chairs are responsible for sharing these guidelines, any updates to the guidelines or announcement schedules with their membership, especially members in charge of publicity, communications, and visibility.

Events that conflict with parish missions or other parish-wide events, as determined by the Pastor, will not be promoted through parish communications.

All announcements listing a parish site as the location of an event should have an approved room request; speakers must have the written approval of the Pastor prior to publication.

### **Bulletin**

The bulletin deadline is Friday, at 4:00 PM, two weekends prior to publication. Every effort is made to publish current and accurate information. We regret any inconvenience due to early deadlines or to our errors.

The bulletin deadline may change with various holidays, depending on the publisher's and/or the editor's schedules. Every effort will be made to send out a timely email to all staff and ministry heads to allow for earlier submission of announcements. Please anticipate an abbreviated schedule around major holidays and make adjustments accordingly.

In order to keep the bulletin fresh and appealing with new and up-to-date information, the bulletin items will run for a maximum of three (3) consecutive weeks. All items should be updated substantially in order to run longer than the

prescribed time. This determination will be made at the discretion of the bulletin editor. Ministries may be highlighted on a monthly basis as space allows. Flyer pages are reserved on a first come, first served basis. Requests should be made as soon as possible once an event has been approved by the Pastor and placed on the parish schedule. There is no bumping.

Preference is given to all parish programs and ministries. Archdiocesan news will be published as space allows.

### **Pulpit Announcements**

Pulpit announcements must be submitted by Thursday at 4:00 PM for inclusion in the weekend Mass announcements since they are submitted Friday morning for approval. Emergency announcements will be accepted after the deadline with the approval of the Pastor and/or the Director of Operations.

Pulpit announcements should run the weekend before the upcoming event. Announcements for registration purposes may run no longer than three (3) weeks.

### **Website**

Information, activities and events sponsored by Saint Brigid may be submitted for inclusion on the parish website. All events must be approved and not conflict with any major parish activity or mission as determined by the Pastor.

Updates will be made on a weekly basis as time permits.

All ministerial schedules will be added as soon as possible after they have been received.

Please monitor your webpage, calendar of events, and forms for any necessary changes and contact the parish secretary with change requests.

### **Constant Contacts**

Our Constant Contact emails go out to approximately 2500 parishioners. They serve in much the same way as other announcements except that they personalize a message directly to parishioners.

Information for Constant Contacts should be sent in as early as possible so that the emails may be composed and scheduled for future delivery. Allow at least two weeks prior to the event or desired date.

### **BNN (Brigid Network News)**

To publicize an event, submit a PowerPoint slide with the most important information: event name, date, time, and location in large bolded font to be easily read on the monitors.

We look forward to working with you and sharing the Good News through your efforts on behalf of the faithful.