

OFFICE POLICIES AND PROCEDURES

Subject	Communications Procedure
Effective Date	Oct. 14, 2024
Date Last Reviewed	Oct. 14, 2024

PURPOSE/OVERVIEW

Your Promotional Options: The bulletin, Flocknote, Facebook, Instagram, and our website are all great forms of communication. However, in order to most effectively deliver your message, we must select the most efficient method of communication. Taking into consideration the message, content and timing determines how we will utilize our methods of communication. It is vital that you submit all communications or promotional requests through our online form: www.ssjwoodlands.com/communication-requests

APPLIES TO

This policy applies to all employees, internal ministry leaders and outside groups.

POLICY

BULLETIN

- **The goal of the bulletin is to inform our parishioners about upcoming programming.**
- **Plan your communication strategy in advance.** Due to the space restriction of the bulletin, we strongly advise planning communication strategies several weeks in advance. Your bulletin article may be subject to print delay if you do not plan your strategy effectively. (Please keep in mind that our print vendor has an established deadline I have to meet)
- **Deadlines for bulletin submissions are listed below (8 business days in advance of publication date.)**
- **Please proofread** the content submitted (new content must be submitted through the communications form) and email me any changes by Monday at 12 pm, unless specified above. The individual is responsible for reviewing and approving their submissions. If there is no reply the assumption will be that the submission requires no further action.
- **All submissions must be plain text, unformatted.** All photos and images must be submitted as high-resolution jpegs, pngs, or gifs. Specify the dates you would like your announcement to run.

(There will be a place holder for reoccurring content such as Baptism, Mass Intentions, Stewardship, etc.)

- **Parish-related submissions take priority.** While we would love to include many things in the bulletin, our space is very limited. Parish related content that meets the deadlines will always be our priority.
- **Bulletin articles can only run two to three consecutive weeks in a row.** We strive to give the same opportunity to publicize activities and events. The general rule for run time is two weeks of advertising for an event as “Save the Date,” and two to three weeks of advertising immediately prior to the event. If space allows, we might be able to extend the time.
- **There is no guarantee that your submission will be printed.** As much as we would like to be able to print every submission, everything is subject to final approval (based on size restriction, content and priority. If your submission is not approved, there are other promotional options available.

FLOCKNOTE

- **Events, announcements and flyers have a place here.** Our electronic newsletter, with more than 6,000 members, is one of the best ways to reach people. Our Flocknote goes out twice a week, announcements should be submitted before 12 pm the Wednesday of the week of publication date.

FACEBOOK/INSTAGRAM

- Photographs, post event pictures, flyers, upcoming events, announcements, and news are welcome.

WEBSITE

- Would you like to communicate more effectively with your ministry by creating a space where they can see updates daily? We can help you create your very own ministry page! Alternatively, promote your event by simply requesting a banner or putting your event on our calendar.

FLYER CREATION

Please give me at least a week to complete your request.

CONTACT

Submit all communications or promotional requests through our online form. Visit: www.ssjwoodlands.com/communication-requests. If you have any questions, please contact Audrey Codispoti (codispotia@ssjwoodlands.com)

EXCEPTIONS

Must be approved by the Pastor or an administrator at Sts. Simon & Jude. Deadline to submit content might be impacted by holidays.

Bulletin Date	Deadline
September 22	September 11
September 29	September 18
October 6	September 25
October 13	October 2
October 20	October 9
October 27	October 16
November 3	October 23
November 10	October 30
November 17	November 6
November 24	November 13
December 1	November 20
December 8	November 27
December 15	December 4
December 22	December 11
December 29	December 18