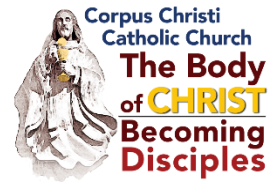


Parish Communications & Promotional Displays



Policy:

To ensure all events, information, and important news are communicated clearly to all parishioners in a timely manner while avoiding promotional clutter.

Ministry members and/or leaders submitting an Event Request Form should be aware of the following communication parameters for promoting their ministry or event.

➤ **Weekly Bulletin**

- Contains parish news, events around the diocese that make sense to us either by importance or proximity, standard information, and catechesis articles.
- The deadline for submitting items for the bulletin is 10 days prior to the intended Sunday.
- Submissions for bulletins for mid-November through mid-January and for Palm Sunday, Easter, and Divine Mercy Sunday, are due at least 2-3 weeks in advance of the desired Sunday due to early print deadlines and office closures for the holidays.

➤ **Bi-weekly E-Newsletter**

- Contains news, events, and information that pertain to the parish only (not around the diocese or at other parishes.)
- The deadline for submitting items is noon on the day before the e-newsletter is sent.

➤ **Mass Announcements**

- Ideally, there should be no more than 3 verbal announcements and need to be important enough for everyone and for events in the coming week or two only.
- The request for an announcement does not guarantee an announcement, as sometimes there are too many other high-priority things scheduled.
- Announcements are to be short and draw attention to the "more information" in the bulletin, website, etc. It is not the place for details.
- Encouragement to take and read the bulletin and the bi-weekly e-newsletter will be mentioned as well.
- The deadline for submitting items to be announced is Monday before the intended weekend to be announced. Please note that your announcement may be edited for conciseness or time limitations.

➤ **Courtyard Bulletin Board**

- Posters provided by parish or diocesan events or other items for the benefit of all parishioners (Walking with Moms in Need, Bible in a Year podcast, etc.)
- It is most helpful to have QR codes for more information or sign ups.
- All items to be posted must be presented to the Parish Office or Ministry Staff Liaison.

➤ **Courtyard Signage**

- If a ministry has a sandwich board, sign, or banner to promote an upcoming event, this may be placed in the courtyard for the approved number of weeks leading up to the event.
- Only one banner and no more than 2 different ministry boards or signs may be in the courtyard at one time.
- Banners and signage to be displayed must be approved by the Ministry Staff Liaison or Parish Manager.

➤ **Church Narthex**

- Posters and other promotions should be kept to a minimum in the narthex to help foster a sense of holy peace when entering the church.
- Only 2 easels of information at a time. When a fundraiser is happening (Baby Bottle Drive, Baby Items, Christmas Giving Tree, etc.) this should be the only display in the narthex.
- Items to be displayed must be approved by the Ministry Staff Liaison or Parish Manager. Unapproved items or displays may be removed.

➤ **Adoration Garden and Chapel**

- Information in the Garden and Chapel needs to be kept to a bare minimum and pertains only to those people going to the adoration chapel.
- All items to be displayed must be approved by the Ministry Leaders, Ministry Staff Liaison or Parish Manager.
- Ministry Leaders, Staff Liaison, and Parish Manager may remove unapproved items or displays without notice.

➤ **Parking Lots and Outer Campus**

- No signage may be placed in the Parish parking lots without prior approval from the Parish Manager.
- No signage may be placed around the outer perimeter of the parish campus. Corpus Christi is within the boundaries of a Homeowner's Association and therefore is not allowed to have banners (electronic or otherwise) or signage around the edges of our campus.