

Jesus Christ, Prince of Peace Catholic Church Parish Communication Policy (adopted 10/15/09)

This policy provides guidelines to facilitate clear, consistent and effective communication for Mass announcements, bulletin/newsletter announcements, and posting of information in the church spaces.

Communication requests must be presented to the appropriate parish staff commission representative for review, approval and coordination. The staff commission representatives are listed below:

Faith Formation Commission – Director of Religious Education (Brenda Bertram)
Finance/Administration Commission – Parish Business Administrator (David Schnier)
Liturgy & Prayer Commission – Parochial Vicar (Fr. Thom Hennen)
Parish Life Commission – Parish Business Administrator (David Schnier)
Social Justice/Peace Commission – Pastor (Fr. Tony Herold)

1. General Announcements

- a. General announcements are made after the prayer after Communion, and are made by the commentator. The commentator makes the announcements as given without any additional improvisation.
- b. General announcements are limited generally to twice per event. The week prior to the event, an announcement of an explanatory nature (the event is coming up) may be made. On the week of the event, an announcement indicating that action is currently required with regard to the event (i.e., register now, buy your ticket now, etc.) may be made.
- c. Announcements should be kept to one or two short sentences and must be given to the appropriate parish staff commission representative for review. They must be submitted **no later than noon on the Wednesday** of the week prior to the announcements.
- d. Announcements submitted later will not be accepted except in extreme cases (such as an emergency relief effort). If the announcement is too long, it will be revised by the staff person. If a scheduling conflict occurs that would prohibit making the desired announcement, the staff representative will contact the requester to make alternate arrangements.

The purpose of the Sacred Liturgy is to worship God and be nourished in the Holy Eucharist. The rubrics provide that brief announcements may be made after the prayer after Communion. Therefore, it is this parish's policy to provide for announcements to be made at that time, but also to take care that those announcements are both relevant and, as the rubrics instruct, brief.

In your announcement, please include:

What is the event?

Who is it for?

When and **where** will the event take place?

When is the deadline to sign up? (optional)

Examples:

Training for new Lectors will take place on Friday, September 26 at 7:30 pm; please call Jennifer if you will be attending.

Please visit the Fair Trade crafts display in the Parish Center today during Donut Sunday and support craftspeople in developing nations.

If the announcement corresponds to a need for which the parish has a pastoral responsibility (e.g., a need for catechists, Appeals, etc.), the parish staff may elect to announce this more often or may elect to have a more personal appeal by the celebrant. This policy, however, is not meant to become the only means of recruitment for these pastoral needs.

2. "Infomercial" Style Announcements

- a. "Infomercial" style announcements are of a slightly longer nature, where a more personal appeal is desired. These usually consist of a representative from the group coming forward to make the announcement.
- b. Infomercials are limited to two per group per year.
- c. A request for an infomercial is first made with the appropriate parish staff commission representative for review and approval.
- d. The infomercial must be prepared in writing and submitted with the request. It shall be no more than two minutes in length. An "infomercial" request must be submitted to the parish staff member **two weeks prior** to the assigned announcement date. A list of speakers for each of the weekend Masses must be submitted to the staff person by the Wednesday prior to the announcement date.
- e. Infomercials will be done after the prayer after Communion, and before all other announcements.
- f. If a scheduling conflict occurs that would prohibit making the desired announcement, the staff representative will contact the requester to make alternate arrangements.

3. Announcements and Table Use in Gathering Space

- a. If a group is selling or distributing items or conducting sign-ups in the gathering space, they may announce at which commission table they are located. If this is an ongoing event/sale, quarterly announcements may be made.
- b. The use of the gathering space tables along with an announcement must be scheduled through the staff representative two weeks prior to the weekend and is subject to availability. The staff representative will arrange a table and commission banner designating the ministry area.
- c. If a scheduling conflict occurs that would prohibit making the desired announcement, the staff representative will contact the requester to make alternate arrangements

4. Bulletin note /newsletter announcement

- a. Bulletin notes must be submitted no later than Tuesday noon to be included in the coming weekend's church bulletin. Due to space limitations, priority will be given to parish sponsored events.
- b. Bulletin notes are to be forwarded to the appropriate parish staff commission representative for review and approval.
- c. Bulletin note announcements are limited generally to twice per event.
- d. Newsletters are mailed to parish households approximately eight times per year. The appropriate parish staff representative will attempt to incorporate announcement information into the newsletter when applicable.

5. Bulletin/Newsletter Inserts

- a. Bulletin inserts (flyers) are strictly limited and must be scheduled. An insert request must be made through the appropriate staff representative and receive the Pastor's approval at least two weeks prior to the date requested.

6. Posting of Signs/Materials

- a. Information posted on kiosks or/and the parish grounds must be reviewed, approved and initialed by the appropriate parish staff member for the commission. The staff representative will also write an "expiration date" on the posting, after which the sign will be removed. Due to limited kiosk space, not all materials can be posted.
- b. Approved information will be posted on the kiosks in the gathering space or on the grounds by parish staff members only. Unapproved information will be removed.
- c. Absolutely nothing is to be taped/pinned to the inside or outside of doors, walls or windows of the church. Outside signage will be strictly limited and must be requested through the appropriate staff representative and receive the Pastor's approval at least two weeks prior to the date requested.

Jesus Christ, Prince of Peace Parish
Communication Request Form

Name _____ Parish Ministry _____

Email _____ Phone _____

Type of communication requested (please check below that apply):

- Mass Announcement Infomercial Bulletin note Table Kiosk

Date Requested: _____

Please include written announcement in clear, concise wording that describes:

What is the event?

Who is it for?

When and **where** will the event take place?

When is the deadline to sign up? (optional)

Examples:

Training for new Lectors will take place on Friday, September 26 at 7:30 pm; please call Jennifer if you will be attending.

Please visit the Fair Trade crafts display in the Parish Center today during Donut Sunday and support craftspeople in developing nations.

Requested information below or attached on a separate page:

Communication Request Form information can also be e-mailed to the appropriate staff representative if all the information listed above is included in the e-mail (contact the staff member for e-mail information).

I have read the Parish Policy for Communications

Signature of requester

Date

Parish Staff approval _____
Signature Date