

PROCEDURE: WEEKLY BULLETIN INSERTS

PURPOSE: To establish procedures for parishioners to submit bulletin inserts for the weekly bulletin of St. Joseph Parish.

PROCEDURE: Secretary/Bookkeeper must be informed of an upcoming insert, as well as which of the following ways it will be transmitted.

Notices may be transmitted as follows:

- 1) E-mail donna@stjosephslanc.com (Requestor must follow up with Parish Office Manager to ensure receipt).
- 2) In writing
- 3) Typed
- 4) Fax (397-2120)

In the event there are too many inserts, you will be notified by the Parish Office Manger to coordinate when it will be published.

DUE DATE:

- If you wish the rectory staff to run off the insert, it must be submitted no later than the preceding Monday for the following weekend's bulletin edition.
- If copies are being provided by the committee, it must be submitted no later than the preceding Wednesday, 10:00 a.m. for the following weekend's bulletin edition. Note: Rectory volunteers normally assemble the inserts with the bulletin. There are 550 bulletins issued weekly. If the rectory volunteer is unavailable, the committee person is notified and the responsibility will be assumed by the committee.

CONTACT: Parish Office Manager (397-6921)

APPROVED: _____ **DATE:** _____

NO. 4

Revised: 5/08

Revised: 1/10