

PROCEDURE: WEEKLY BULLETIN NOTICES

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

PROCEDURE: Secretary/Bookkeeper must be informed of an upcoming bulletin notice, as well as which of the following manner 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)

Due to limited space, committees may submit either a bulletin notice or an insert.

DUE DATE: No later than the preceding Monday, 10:00 a.m., for the following weekend's bulletin edition.

CONTACT: Parish Office Manager (397-6921)

APPROVED: _____ **DATE:** _____

NO. 5

Revised: 5/08

Revised: 1/10