

Policy for Communications at St. Boniface Catholic Parish

St. Boniface Parish is a vibrant, active parish. With this level of activity, communications can often become stifling and overwhelming. In an effort to avoid this and while keeping the vibrancy and activity alive with in our community, the following policy has been put into place and is effective immediately.

Bulletins

1. All bulletin notices must be submitted directly to the Parish Bulletin Editor. Notices for the upcoming weekend are due at Noon the Monday prior; however, more advanced notice is beneficial. Notices can be submitted via fax, email or in writing. Faxed and written notices must be clearly legible or will not be considered.
2. Bulletin notices appear at the discretion of the Bulletin Editor. The Editor reserves the right to deny any bulletin request or delay its submission. The Bulletin Editor also makes the final decision as to how many times a notice will be run.
3. Any intent of a bulletin insert flyer is at the discretion of the Bulletin Editor. If a flyer is approved the Editor will run the copies for the committee requesting the flyer. During the school year it is usually possible for students to stuff the flyers into the bulletin. However, when school is not in session, it is the responsibility of the requesting committee to stuff the inserts into the bulletin. This must occur at the Rectory during regular office hours; arrangements can be scheduled through the Bulletin Editor. The bulletins may not be taken off the premises of the parish to be stuffed elsewhere. **NO INSERT IS TO BE INSERTED INTO THE BULLETIN WITHOUT THE APPROVAL OF THE BULLETIN EDITOR.**
4. Parish events relating directly to the good of the parish and the parish community, in addition to school news and events relating directly to the benefit of the school and its' families will have priority in the bulletin. All other bulletin requests are on a first come, space availability and type of event/article basis.
5. The Bulletin Editor reserves the right to edit any bulletin announcement or flyer as deemed necessary.

Pulpit Announcements

1. Pulpit Announcements requests must be submitted to the Bulletin Editor no later than Noon on Tuesday prior to the weekend of the announcement. Announcements can be submitted via fax, email or in writing.
2. Pulpit Announcements are at the discretion of the Bulletin Editor or the Parish Administrative Staff. No announcements will be made during Holiday Masses or Masses in which the emphasis is to be on the Sacraments being made at that particular Mass (i.e. First Eucharist Masses, Confirmation Masses, etc.).
3. A request submitted on time does not guarantee an announcement will be made.

Outgoing Mailings

It is the responsibility of the Parish as a whole to protect the privacy and wellbeing of all of its members. Therefore, the following policy is in place for all committees to follow anytime a mailing is to go out to the community or parts thereof.

1. The mailing must be approved by the Parish Administrative Staff no later than two weeks prior to the mail date. Once the mailing is approved the Parish Administrative Assistant will run the appropriate labels or information for the committee.
2. The committee requesting the mailing is responsible for putting the mailing together.
3. Once the labels or information is ready, the Parish Administrative Assistant will notify the committee.
4. The information printed by the Administrative Assistant is NOT to leave the Rectory; correspondence must be addressed at the Rectory during regular office hours by a committee member.

Website

1. All information to be placed on the website must be approved by the Parish Website Editor. Information may be submitted to the Web Editor via fax, in writing or email.
2. Information will be updated on a monthly basis, as needed.
3. The Web Editor reserves the right to edit, change or deny any request for website publication.
4. Schedules naming specific persons and their locations will not be permitted on the website (i.e. lector schedules, server schedules, etc.)

The Parish Administrative Staff reserve the right to update and change this policy as it deems necessary. Changes and updates will be distributed in a timely manner to all committee chairs.