

Bulletin Publishing Policy and Procedure

(Effective 7/2013)

Purpose:

The purpose of this policy and procedure is to assist in the creation and publication of the Parish of the Precious Blood Weekly.

Scope of the Policy and Procedure:

The Weekly Bulletin at Parish of the Precious Blood is one of the primary communication vehicles for parishioners and it is used to effectively communicate to our community what is happening within our parish, our community, the Diocese, and the world at large. The following policies and procedures are specific to the bulletin.

Weekly Bulletin Policies:

- As a Parish community with ten worship sites we are very challenged with bulletin content. The request for publication of items compared to the space available is on some weeks overwhelming. As a result we have established a priority on how items submitted will be considered for publication.
 - Priority # 1: Items submitted by Parish staff and ministries directly related to Parish operations and activities
 - Priority # 2: Items submitted by outside organizations in direct support of Parish Ministries and activities
 - Priority # 3: Items submitted by the Diocesan Offices
 - Priority # 4: Items submitted not directly related to the Parish or from Organizations outside of the Parish scope of operation
- The use of flyers or inserts are not allowed in the bulletin but may be printed on the Bulletin Board page 9 of the bulletin.
- Items will be published based on the earlier list of priorities and on a **first-come, first-serve** basis if space is available.
- All articles except the Pastor's notes should be written in the third-person voice.
- All articles are subject to editing by the editors and corrections by the proofreaders.

Publishing the Weekly Bulletin:

- When articles and requests are received, the Bulletin Coordinator places them into a Microsoft Publisher Bulletin layout format. A master template is located on an online file share location for easy access by different Parish offices.
- All items must be received by the Bulletin Coordinator by close of business the Thursday prior to the Monday publication date.
- Any revisions needed must be sent to the Bulletin Coordinator before end of business Friday.
- The final corrected bulletin will be transmitted to the printer by 12 p.m. every Monday prior to the weekend being published.
- Unusual circumstances do arise occasionally any last-minute changes must be submitted to the Bulletin Coordinator before 10 a.m. on Monday.
- Once the entire content of the bulletin is in Publisher, the file is saved as a Portable Document Format (PDF) file and submitted to the publishing company.
- Typically the printed bulletins arrive at the Parish office no later than Thursday afternoons and are taken to the different churches and placed in the sacristy for distribution on Saturday and Sunday.
- On weeks with a holiday the print schedule will be moved up, thus forcing us to move up our publication cycle. When these weeks occur the Bulletin Coordinator will email key contacts of the deadline for submission of items.

NOTE: The time lines listed above are needed to ensure our publication is put together and out to the publisher on time to meet the printing and shipping deadlines. If it is not in by the deadline given to us, the publisher cannot guarantee delivery for Saturday Masses. Anyone submitting items for print to the bulletin must accept the responsibility of getting it to the coordinator within the above-stated guidelines.

General Procedures:

- Write articles in the third-person voice (i.e., do not use I, me, us, we, or you, etc.).
- Ensure that any article containing Parish of the Precious Blood information has been approved by the appropriate program administrator prior to submission per the established bulletin deadlines.
- Submit flyer-type information for publication on the Bulletin Board page of the bulletin; separate flyers/inserts are not permitted, in general.
- Submit articles via email using Microsoft Word or a compatible word processor using New Times Roman 10 point font.
- Spell-check and grammar-check articles prior to submission.
- Follow publication schedule deadlines when submitting articles.
- Be aware that all articles are subject to editing by the coordinator and corrections by the proofreaders.

- Any item that is in question as to the appropriateness of its content will be reviewed by administration and returned to the sender for editing.
- The Parish reserves the right to publish only items that will support and express our current Catholic beliefs and we will not publish items contrary to these beliefs.

Submitting requests for Weekly Bulletin content:

- Requests or ideas should be submitted in writing to the Bulletin Coordinator, the Pastoral Team, or any of the office staff.
- After the requests are accepted they will be placed into the planning calendar.
- Any group wanting to use the Weekly Bulletin should consider this part of their overall communications plan and should factor in the published bulletin deadlines in that plan.
- The publication date for the weekly bulletin is every Monday of the year.
- Exceptions come in to play when there is a holiday during the publication week. There are calendar specific publication dates for special bulletin editions such as Ash Wednesday, Christmas and New Year's. These will be communicated by the bulletin coordinator when appropriate.
- All bulletin articles / submissions are due to the Bulletin Coordinator by close of business on the Thursday prior to the publication date.