

Sts. Simon & Jude Policy
Publication of Ministry Newsletters, Bulletin Messages & Inserts
And Website Content

In keeping with various policies outlined by the Diocese of Orange, the following is to be used by Sts. Simon & Jude Parish regarding the placement and publication of ministry newsletters, bulletin messages and bulletin inserts:

Purpose

Sts. Simon & Jude provides the opportunity to its employees, parish ministries and outside groups to offer newsletters and publication of events in the weekly bulletin and website. The purpose of this policy is to inform Sts. Simon & Jude employees, parish ministries and outside groups that these services shall be based on acceptable events or publications, which benefit the entire parish community.

Policy

All newsletters, publications, or inserts related to diocesan events, parish events, parish ministries, school events, or outside events must be reviewed for content, and approved by the Pastor of Sts. Simon & Jude Parish or his delegate.

Procedure

Submittal of newsletters, publications or inserts must:

- Be in accord with the teaching magisterium of the Catholic Church;
- Not be contrary to Sts. Simon & Jude and diocesan policies
- Ministry Newsletters
 - Prior to distribution to the parish or outside communities, must be reviewed for content and approved by the Pastor or his delegate. The Pastoral Associate, Business Manager or School Principal are delegated to have the same authority in the absence of the Pastor and in their respective areas.
 - Newsletters must be submitted as a "Word" document two weeks prior to its mailing or distribution.
- Parish Bulletin
 - Parish ministries or outside groups requesting space in the bulletin must submit their article to the Pastor or his delegate.
 - Bulletin articles should be submitted in the form of a "Word" document.
 - Articles must be limited to 100 words or less.
- Bulletin Inserts
 - Inserts must be submitted to the Pastor or his delegate two (2) weeks prior to its placement in the bulletin, for review of content and approval.
 - Inserts must be printed on 8 ½" X 11" paper. No half-folds or tri-folds will be allowed
 - It will be the responsibility of the appropriate ministry or groups to stuff inserts. Volunteers can be engaged for this purpose. Members of the parish staff will not be responsible for this purpose.
 - Stuffing of the bulletins must occur between 9:00am and 12:00 noon on Saturday. Those stuffing are responsible for placing bulletins in the appropriate

plastic holders located at each door of the Church, and then placing the remainder in the Ushers Closet in the Church.

- Website Content
 - Content for use on the parish website must be first submitted to the appropriate department supervisor for review and approval.
 - All website content must then be approved by the Pastor or his delegate prior to its placement on the parish website.
 - Website content must be submitted two weeks prior to its placement on the parish website.
- Outside Organizations or Ministries
 - Brochures, pamphlets, newsletters, flyers, cards relative to church or organization values must be reviewed and approved by the Pastor or his delegate prior to placement of said information in the Church, on the Church or School campus or parish office.
 - The above mentioned forms of information must be submitted two weeks prior to its placement or use in the parish.

Sts. Simon & Jude reserves the right to edit or remove all printed or published articles and inserts at any time.

Any violation of this policy may result in the loss of privileges such as: publication of newsletters, facility use, or publication of bulletin articles and/or inserts.

Please acknowledge your concurrence to this policy by completing the information below and signing in the space provided below. Organization and ministries who do not sign this document will forfeit any privilege stated herein.

Accepted by: _____ **Date:** _____

(Signature)

Typed/Print Name: _____

Address: _____

City/State/Zip _____

Phone #: _____ **Email:** _____

Ministry/Organization: _____

Approved by: _____ **Date:** _____

Rev. Michael L. Harvey, Pastor