



ST. AUSTIN CATHOLIC PARISH

Served by the Paulist Fathers

Communication Guidelines

Type	Deadline	Submit to	Guidelines
Bulletin Articles (for inclusion in regular bulletin columns)	Due Mondays @ 3 p.m. (If the office is closed any day during the week, the deadline is the previous Thursday.)	TO Bulletin Editor: bulletin@staustin.org	Submit text as an attached Word document, attach graphics in JPG, resubmit long-running articles weekly.
		CC Your Pastoral Staff Rep	
Bulletin Inserts (full page items)	Schedule 6 mos. in advance; submit content on regular bulletin deadline schedule	TO Bulletin Editor: bulletin@staustin.org	Submissions must be fully formatted in Word, Publisher or PDF if to be printed at the parish. If pre-printed, please provide 550 copies.
		CC Your Pastoral Staff Rep	
Parish-wide E-newsletter	Due by the 15 th of the month for upcoming month	TO Dir. of Comm.: janderson@staustin.org	Submit text as a Word document, limit to less than 5 sentences, include links & graphics as appropriate. Graphics must be attached JPGs.
		CC Your Pastoral Staff Rep	
Website	Request 4+ wks in advance	TO Your Pastoral Staff Rep	Submit in Word, attach graphics in JPG (medium to high resolution).
		CC Webmaster: janderson@staustin.org	
Facebook Posts or Events (cross posts to Twitter)	Request at least 2-4 wks in advance; can be scheduled up to 3 mos. in advance	TO Dir. of Comm.: janderson@staustin.org	Submit short text in body of email or in attached Word document, include links, graphics & preferred posting dates.
		CC Your Pastoral Staff Rep	
Pulpit Announcements (From Lay Witness Speakers, not Priests)	Request 8+ wks in advance	TO Your Pastoral Staff Rep (Pastoral Staff Rep will take request to Pastor & Staff)	Submit sample text in body of email or in attached Word doc, max length 3 min. Include speaker's contact information.
Mass Announcements (Made by Priests)	Due Tuesdays @ 3 p.m.	TO Dir. of Worship: jhoffman@staustin.org	Submit text in body of email, 2-3 sentences max.
		CC Your Pastoral Staff Rep	
Targeted Demographic Emails	Submit content for approval at least 4 wks in advance	TO Dir. of Comm.: janderson@staustin.org	Access to parishioner emails is limited. Emails to parishioners must be sent from an @staustin.org account.
		CC Your Pastoral Staff Rep	
Posters/Flyers	Request posting 2-4 wks in advance	TO Dir. of Worship: jhoffman@staustin.org	May submit hard copy or digital copy. All requests must be approved prior to posting.
		CC Your Pastoral Staff Rep	

If you have questions, please contact your Pastoral Staff Representative or contact Jennifer Anderson at janderson@staustin.org in advance of the applicable deadline.