



## ST. AUSTIN CATHOLIC PARISH

*Served by the Paulist Fathers*

### Communication Guidelines for Ministries/Groups

*Updated 8/28/2017*

Type	Deadline	Submit to	Guidelines
<b>Bulletin Articles</b>	Mondays @ 3 p.m. If the office is closed any day during the week, the deadline is the previous Thursday.	<b>TO Bulletin Editor:</b> bulletin@staustin.org	Submit in Word, attach graphics in JPG
		<b>CC Your Pastoral Staff Representative</b>	
<b>Bulletin Inserts (full page)</b>	Schedule 2-4 wks in advance; submit content on regular bulletin deadline schedule	<b>TO Bulletin Editor:</b> bulletin@staustin.org	Submissions must be fully formatted in Word or PDF if to be printed at the parish
		<b>CC Your Pastoral Staff Representative</b>	
<b>Parish-wide E-newsletter</b>	15 <sup>th</sup> of the month for upcoming month	<b>TO Dir. of Comm.:</b> janderson@staustin.org	Submit in Word, limit to less than 5 sentences, include links, images & graphics as appropriate
		<b>CC Your Pastoral Staff Representative</b>	
<b>Website</b> *Ministry leaders can be trained on website editing.	4-6 wks in advance (review current pages before requesting new pages)	<b>TO Your Pastoral Staff Representative</b>	Submit in Word, attach graphics in JPG (medium to high resolution)
		<b>CC Webmaster:</b> janderson@staustin.org	
<b>Facebook</b> (cross posts to Twitter)	At least 2-4 wks in advance; can be scheduled up to 3 mos. in advance	<b>TO Dir. of Comm.:</b> janderson@staustin.org	Submit short text, include links, images & preferred posting dates
		<b>CC Your Pastoral Staff Representative</b>	
<b>Pulpit Announcements</b> (lay speakers)	Request 6-8 wks in advance	<b>TO Fr. Church:</b> ckullmann@staustin.org	Submit sample text in body of email, max length 3 min.
		<b>CC Your Pastoral Staff Representative</b>	
<b>Mass Announcements</b>	Tuesdays @ 3 p.m.	<b>TO Fr. Dick:</b> rsparks@staustin.org	Submit in body of email, 2-3 sentences max
		<b>CC Your Pastoral Staff Representative</b>	
<b>Targeted Demographic Emails</b>	Request email list and submit content at least 2 wks in advance	<b>TO Dir. of Comm.:</b> janderson@staustin.org	Unsolicited emails to parishioners must be sent from an @staustin.org email account
		<b>CC Your Pastoral Staff Representative</b>	