

St. John Neumann Catholic Parish

Guidelines for the Bulletin, Bulletin Board, Flyers, Pulpit and Website or Facebook Announcements

Please follow these guidelines to promote your event. Note that the bulletin, bulletin board, website and Facebook announcements are the priority platforms to promote an event or ministry. Flyers or pulpit announcements must not substitute the use of the bulletin, bulletin board, website and Facebook. All requests are subject to pastor's approval.

Bulletin Announcements – Gloria Fernández

To run an article in the bulletin to promote your ministry or activity, the proposed text must be emailed to Gloria Fernández at bulletinsjn@gmail.com two (2) Mondays before it will appear in the bulletin. Please indicate on the *subject line* that the article is a Bulletin Announcement.

The content of the announcement must be brief, between 50-80 words and present just the facts without long explanations. Facts include a brief statement of the purpose of the activity, those invited, the date, and the location of the event. The announcement is subject to editing.

Please specify how many weeks you wish the announcement to be posted, with the understanding that it is subject to availability of space.

Website or Facebook Announcements – Gloria Fernández

To post an announcement in the website or Facebook the proposed text must be emailed to Gloria Fernández at reception1@saintjohnneumann.org one week before you wish the announcement to be posted.

The content of the announcement must include the name, the date and the location of the event.

The file must be sent on MS Word or any editable format. Do not send it in PDF format. If the announcement contains a picture, it must be *.jpeg* format.

Bulletin Board Announcements – Maria Idoni

To place a flyer on the Bulletin Board email an electronic copy or deliver a hardcopy print to Maria Idoni, midoni@saintjohnneumann.org. She will procure the pastor's initials.

All flyers must be initialed by the pastor before they can be placed in the bulletin board.

Flyers – Maria Idoni

On a limited basis, flyers can be inserted in the bulletin. Submit an electronic copy to Maria Idoni, midoni@saintjohnneumann.org for pastor's approval two weeks before the bulletin date that you want it inserted.

Once approved, the **event organizer is responsible to provide copies** on 8½ x 11 paper and deliver them to Maria Idoni no later than Thursday, 5 PM. The total number of copies will be as follows:

1. 800 copies – English only flyer
2. 800 copies – Bilingual flyer printed back to back
3. 125 copies – if the flyer is to be inserted in the Spanish Mass bulletins only

The bulletins are stuffed on Friday mornings and if anyone from your ministry would like to help, please have them call Maria Idoni at 301-977-5492.

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For major holidays, call Maria Idoni for a different deadline to submit the electronic copy and alternate dates when the bulletins will be stuffed.

Pulpit Announcements – Maria Idoni

For an announcement to be included at the end of Mass, you must email your request to Maria Idoni at midoni@saintjohnneumann.org no later than Monday, 5 PM, prior to the weekend when the announcement will be made. Please indicate in the *subject line* that the announcement is a Pulpit Announcement.

Please follow these guidelines:

1. Maximum number of words: 30 **-or-** max. 3 lines, 14 pt. Georgia font, whichever is less.
2. Do not include phone numbers or email addresses.

Note: Out of respect for the sacredness of the Mass, pulpit announcements should be the least used of all communication methods.