

## ST. MAXIMILIAN KOLBE PARISH COMMUNICATION TOOLS

### CONTACT INFO:

Sarah Merkel, Pastoral Associate for Communications [smerkel@saint-max.org](mailto:smerkel@saint-max.org) 777-4322 ext. 121

### WEEKLY CHURCH BULLETIN

**Deadline for Bulletin:** Submit articles in writing or via e-mail before noon Monday.

**Deadline for Inserts:** Submit inserts two weeks in advance. Non-parish information will be published as space permits.

*NOTE: all submissions are subject to editing and approval and must be received before deadlines.*

### PARISH WEBSITE ([www.saint-max.org](http://www.saint-max.org))

All ministries should have page on the St. Max website that are monitored and updated by the ministry leader or member. If you would need to have a page set up please contact Sarah Merkel. Ministry leaders who would like access to be able to update their own page can do so once being trained.

If you would like to submit something for the homepage please send all information via email to Sarah Merkel.

*NOTE: all submissions are subject to editing and approval and must be received before deadlines.*

### MONITORS IN THE GATHERING SPACE

The monitors in the gathering space are used as an alternative to a bulletin board. If you would like to have something posted on it please contact Sarah Merkel.

### SOCIAL MEDIA

St. Max has a [Facebook](#), [Twitter](#) and [Youtube](#). If you would like to have information about your ministry or an event going on to be posted contact Sarah Merkel.

Ministries are not permitted to have their own public social media accounts. Private social media “groups” used for internal communication should be approved by the Pastoral Associate and Communication. Admin access should be given to someone on staff and the necessary disclaimer needs to be present on the page.

### MINISTRY COMMUNICATION SUNDAY MASS

**Announcements:** Verbal announcements are reserved for events involving most of, if not the entire parish community. They are usually time-sensitive. Announcements should be submitted by the Monday prior at Noon to Sarah Merkel in the parish office. These announcements are 25 words or less, and will be made by a minister. If a ministry has scheduled to use a table in the gathering space after Mass they will automatically get an announcement. Reoccurring Signups, drop-offs, etc. that take place after Mass will be noted on the large signs in the gathering space. They might not be announced verbally. Announcements for unscheduled activities will not be made.

**Witnesses:** A special ministry witness may be made by a ministry leader or key member from time to time. Witnesses are limited to the 1<sup>st</sup> and 3<sup>rd</sup> Sundays of the month, usually to one per weekend, and only one per group per year. The content should be relevant to most, if not all parishioners. Availability is limited so please make requests to Sarah Merkel ASAP but no later

than three weeks prior. You must submit actual text and names of designated speakers to your pastoral associate in your quadrant at least 2 weeks in advance for review. Witnesses should be no more than 300 words or 2 minutes. It is recommended that the speaker practice in the church on the cantor stand microphone during week prior. Also, you must bring your text with you to each Mass to read from. Groups or individuals who do not abide by these norms may lose the privilege of speaking in this way on future occasions.

*NOTE: all submissions are subject to editing, prioritization, and rescheduling by the Pastoral Team.*

### **USING THE GATHERING SPACE**

**Contact:** Sarah Merkel, [smerkel@saint-max.org](mailto:smerkel@saint-max.org) 777-4322 ext. 121.

To hold a sign-up or activity in the gathering space following weekend Masses, you must schedule this with Sarah Merkel in the parish office. Availability is limited so please make requests to Sarah ASAP.

**Parish mailings & emails** are initiated by a parish ministry, the parish staff or the pastor. All such mailings to St. Maximilian Kolbe Parishioners must be authorized by the pastor. No individual or organization may identify itself as an agent of St. Maximilian Kolbe without proper authorization.

**Handouts to parishioners** are limited to only those ministries who have reserved a table in the gathering space. Distribution by secular organizations or political candidates is not allowed. Placing flyers on car windshields is strictly prohibited.

