



POLICY

The Pastoral Bulletin serves as a regular communication vehicle between the offices of the Pastoral Center and the priests, deacons, religious and the staff of the parishes and schools.

I. PROCEDURES

- A. Pastoral Center Offices, parish and school offices may submit information to the Office of Communications for inclusion in the Pastoral Bulletin.
- B. All information must be received by the **20th** of the prior month. Information from a parish or school must be approved by the Pastor or Principal prior to submission to the Office of Communications.
- C. All information must be submitted in Word or equivalent software. Text only may be submitted. The bulletin does not include photography or graphics.
- D. Text should be submitted in English, in **Gill Sans FONT** and **12 SIZE**, in black only, without bold face or underline. Kindly verify that grammar and spelling are 100% correct before submitting.
- E. The bulletin will be published on the **first Tuesday** of each month and will be sent by e-mail to the Bulletin group of addresses.
- F. To add an address to the distribution list, it should be sent to the Office of Communications, cvelasquez@rcdlc.org, with the subject ADDRESS FOR PASTORAL BULLETIN.

II. RESPONSIBILITY

The Diocesan Office of Communication sets the dates for request for information, dates for publication, and is responsible for editing content provided by the various offices, parishes or schools.

The Diocesan Office determines the formatting requirements for printing the Bulletin.

The submitting entity, Pastoral Center Offices, parishes and school are responsible for accuracy of content and approval of proper person before submission (pastor, office director, principal).

Initial: December, 2019
Current: December, 2019