



## **Ministry Highlight Form**

### ***Introduction***

*We are so excited to "shine a light" on all the vibrant parishes and ministries in our archdiocese by using the archdiocesan social media accounts! This form is intended to help you shed light on YOUR particular parish or ministry.*

### ***How does "Shine a Light" work?***

*After you provide the following information with us, we will feature your parish or ministry for a whole week on our social media accounts.*

*When it is your week to be featured, this is what will happen:*

AT LEAST A WEEK BEFORE	<i>We will share with you a graphic to post on your social media to publicize that you are being featured this week.</i>
SUNDAY	<i>We will announce that you have been selected for the week.</i>
MONDAY	<i>We will share your mission.</i>
TUESDAY	<i>We will share a testimony from someone in a leadership role in your ministry.</i>
WEDNESDAY	<i>We will share the services you provide as a parish/ministry.</i>
THURSDAY	<i>We will share a fun fact about the history of your parish/ministry.</i>
FRIDAY	<i>We will feature a testimony from a family that has been affected by your ministry.</i>
SATURDAY	<i>We will share the specifics of your services and how to join.</i>

### ***How do you provide the above information to us?***

*See the provided spaces that follow; or, if it is easier for you, email us a document with your answers to all of the questions outlined below.*

### ***What should you do if you have questions or concerns?***

*If you have any questions, please contact Sarah McDonald at [smcdonald@arch-no.org](mailto:smcdonald@arch-no.org) or Fr. Jared Rodrigue at [jrodrigue@arch-no.org](mailto:jrodrigue@arch-no.org).*

## Contact Information

*Please provide your contact information should we have any further questions.*

Your Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

What is your role/title in this parish or ministry?

\_\_\_\_\_

## General Information

*Introduce us to your parish or ministry by providing the following information. When uploading a photo or video, please choose content that has "high resolution," so we can really help you shine!*

What is the NAME of your parish or ministry?

What is a MISSION statement or motto that summarizes your parish/ministry?

## Leadership Testimonial

*Introduce us to an influential person in your parish or ministry.*

Please have a member in a leadership role of this parish/ministry answer the following question: **What makes this parish/ministry unique?**

What is the name of the person speaking above?

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What is this person's title/role?

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## **Specific Services**

*Help us get more specific by providing the following information.*

**What works/services does your parish/ministry provide?  
(e.g. sacraments, catechesis, ministry to youth, young adults,  
homeless, bereavement, substance abuse, etc.)**

## **Historical Testimonial**

*Every great ministry has a unique history! Help us to share YOUR history by providing the following information.*

**What is a fun historical fact or a brief history of your parish/ministry?**

## **Family Testimonial**

*Help others to see how your parish/ministry affects the lives of families by providing the following information.*

**Choose a family involved with or positively affected by your parish/ministry and have them answer the following question:**

**What does this ministry/parish mean to you?**

## **Hours of Operation**

*Having shared all those details about your parish/ministry, help us to share how others can come see for themselves!*

**What specific availability details do you have to share?  
(e.g. office hours, Mass times, Confession times, etc.)**

## Miscellaneous

*Help us fill in the gaps of the previous information provided.*

If someone wanted to contact you for more information about your parish/ministry, how can they reach you?

If you have a Facebook page connected with your parish/ministry, what is its username? (e.g. [www.facebook.com/archdioceseofno](http://www.facebook.com/archdioceseofno))

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If you have an Instagram account connected with your parish/ministry, what is its username? (e.g. [www.instagram.com/archdioceseofno](http://www.instagram.com/archdioceseofno))

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Are there any other details about your ministry not yet mentioned that you would like to make known?

## **Media Uploads**

*Please email (jrodrigue@arch-no.org) us the following to help us complete your information. Please try to share files with the highest possible quality.*

1. A photo that best encapsulates your parish/ministry.
2. A photo that best portrays your mission statement.
3. An audio or video file of the leadership testimony.
4. A picture that best portrays the services you provide.
5. A picture relevant to the historical information you provided above.
6. A picture of the family from the family testimonial above.
7. An audio or video file of the family testimony.
8. A photo of the front of your parish/ministry location.
9. Any other media content that you think might be useful for highlighting your parish/ministry.

## **Permission**

*We want to make sure we have your permission to share any and all of the information you have provided with us. Please answer the following question.*

**Do you give permission to the Archdiocese of New Orleans to publicize the content you have provided in this form?**

Yes

No