



## COMMUNICATIONS POLICIES AND GUIDELINES

There are many ways to communicate events and activities at Pope St. Pius X. Generally, all items must go through the COMMUNICATIONS OFFICE for approval.

Send general bulletin announcements to: [communications@stpiuscda.org](mailto:communications@stpiuscda.org)  
(see specific guidelines below)

FOR MORE INFORMATION OR QUESTIONS, CONTACT:

Mary Stewart  
Pastoral Associate (Communications)  
[mstewart@stpiuscda.org](mailto:mstewart@stpiuscda.org)

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### PARISH WEBSITE:

The central location for all communications is the parish website: [www.stpiuscda.org](http://www.stpiuscda.org) which includes:

- Liturgical and sacramental information
- Missions of Charity Information
- Catechesis & Evangelization Information
- Parish activities and events
- Livestream events (housed here and on FB and YouTube)
- Online giving and access to registration for parish events
- Prayer chain information
- eMessenger Sign Up
- Catholic Resources (Vatican News, Catholic videos and information; access to Word on Fire, Formed.org, etc.)

Items are generally categorized in our three main focuses: BE RECEPTIVE (Sacraments, Liturgy, Prayer), BE PURPOSEFUL (Evangelization, Catechesis) and BE BLESSING (Giving to Others)

## **BULLETIN:**

The parish bulletin is another central location of parish events and activities; and also offers promotions of other area Catholic events and ministries.

All bulletin items must be emailed to [communications@stpiuscda.org](mailto:communications@stpiuscda.org) no later than Thursdays at 8am (10 days prior to the bulletin publication date).

## **FLYERS FOR EVENTS:**

Catholic events and activities may be permitted in our bulletin with advance permission. Email all items to [communications@stpiuscda.org](mailto:communications@stpiuscda.org). **Parish events and activities have priority.**

Flyers for parish events are digitally included in our bulletin. Please email in JPEG or PDF format so that we may digitally include, as space is available. For this reason, it is best to contact [communications@stpiuscda.org](mailto:communications@stpiuscda.org) well in advance of your event.

(Flyers for events outside the parish are posted on our community bulletin board in the hall, with permission.)

## **eMESSENGER & Flocknotes**

An eMessenger goes out to parishioners and others who sign up for this weekly emailed/texted newsletter. It is broken into our 3 focuses: Be Receptive (Sacraments, liturgy and prayer); Be Purposeful (Evangelization and Catechesis); and Be a Blessing (charitable and giving).

The regular eMessenger is scheduled for each Friday at noon and includes a couple items from each of the above categories of parish events and activities.

From time to time, it is necessary to send special church announcements. This is also done through the eMessenger.

Many parish groups also have groups set up for communications through the Flocknote system (Knights of Columbus, bible studies, women's retreat, etc.). Please contact communications if you would like more information.

## **ONLINE: SOCIAL MEDIA, LIVESTREAM, VIDEO**

Liturgies, parish events, Catholic resources and livestream events are all shared on social media and the website.

# ANNOUNCEMENTS

## FATHER'S ANNOUNCEMENTS

Through permission of Communications, Father may make an announcement on behalf of an organization at the end of the Mass. Father's announcements are generally **limited to immediate needs or events**; and are, of course, at his discretion. Please email [communications@stpiuscda.org](mailto:communications@stpiuscda.org).

## LECTOR ANNOUNCEMENTS

Lector's announcements are made prior to Mass. They are generally limited to the **upcoming week's activities** and include an item from the three main focuses of receptive, purposeful, blessing). Lector announcements include:

- Greeting and announcement of liturgical day
- Announcements (see above)
- Invitation to event held after Mass
- Mass intention for that Mass

From time to time, the Lector will announce the "GUEST", if there should be one. Lector announcements are prepared at the direction of Communications.

## GUEST ANNOUNCEMENTS

On rare occasions, a guest will speak on behalf of an organization or ministry. Generally, this is limited to liturgical, youth and missions of charity events. Special permission must be given and scheduled in advance through Communications.

## OVERHEAD

Parish events and ministries may appear on the Overhead which runs prior to Mass in the Church. It also includes liturgical day, image representative of the Sunday Gospel and one or two events or information needed for events occurring in the **next month or information items** in the categories of: Receptive, Purposeful, Blessing)

## BULLETIN BOARDS / TABLETOPS IN HOSPITALITY CENTER

Bulletin boards exist for the following:

- Parish-wide events (main entry)\*
- Evangelization & catechesis (main entry)
- Holy Family Catholic School (narthex)
- Vocations (narthex)
- Youth & evangelization (narthex)
- Community events (main hallway)\*
- Children's Catechesis (main hallway)

\*Most bulletin boards are maintained by specific ministries. For items on the parish-wide or community boards, please contact Communications for approval.

### **IDAHO CATHOLIC REGISTER**

From time to time, Communications provides information to the Idaho Catholic Register:

- Post parish events on ICR calendar
- Provide articles and/or photos as events occur or are requested

### **COMMUNICATION OF EVENTS TO OUTLYING PARISHES & HOLY FAMILY CATHOLIC SCHOOL**

When relevant, Communications forwards parish events to HFCS and the outlying parishes for promotions. Please email items to Communications.

## **MEDIA RELEASE**

The Parish of Pope St. Pius X uses photos and videos taken at parish events for promotional or informational purposes to parishioners and the greater community. Media we may use includes the weekly bulletin, the parish website, social media (Facebook, Instagram, Twitter), eMessenger, newsletters, the Idaho Catholic Register, etc.

If you **DO NOT** give permission for us to use your or your child(ren)'s photo, please let us know by calling the parish office at 208-765-5108 or emailing [communications@stpiuscda.org](mailto:communications@stpiuscda.org).

NOTE: Parents of children enrolled in our religious education programs receive a form at the time of registration.