

## Parish Communications

# How to Submit Something for Parish Communications

### WHO THIS IS FOR

*If you run a ministry, group, or initiative in the parish, and you have news, updates, or invitations to share, this is the route.*

The parish wants to hear from you. Your ministry is part of how the parish lives out its mission, and the good news of what you are doing deserves to be shared well.

### WHERE TO SEND IT

The parish communications curator receives submissions at a single named email address, published by the parish, and through a form on the parish website where one exists.

*Please do not submit by WhatsApp, Facebook message, verbally after Mass, or by leaving a note in the parish office. Submissions through those channels are easy to lose. The email or form route is the one we can reliably respond to.*

### WHAT TO INCLUDE

- **Your name and ministry** (so we know who to thank)
- **Two to four short paragraphs** of the news, update, or invitation
- **A photograph if you have one**, with appropriate consents in place
- **Any dates, deadlines, or times** mentioned clearly
- **A note on urgency**, if it is genuinely time-sensitive

If you are not a writer, do not worry. Send the information in your own words. The curator will shape it before publication.

### WHAT HAPPENS NEXT

<b>WITHIN 2 WORKING DAYS BEFORE PUBLICATION</b>	The curator will acknowledge receipt.
<b>PUBLICATION</b>	Your submission appears in the next newsletter, website update, or social post that falls in a suitable moment.
<b>IF IT CANNOT BE PUBLISHED</b>	You will hear why, and when it might fit better.

### FOR URGENT PASTORAL MATTERS

This route is for parish communications. It is not the right route for:

BEREAVEMENT OR SERIOUS ILLNESS	Contact the priest directly.
SAFEGUARDING CONCERNS	Contact the parish safeguarding officer.
GENUINE EMERGENCIES	Contact the priest directly.

### YOUR CURATOR

Every parish publishes the curator's name, role, the best times to reach her, and the parish office phone in this block. The curator is the one person responsible for shaping parish communications and the single point of contact for everything described above.

*Thank you for the work you do in the parish, and for letting the parish share in it.*