

Saint Christopher Parish – Communication Channels

Weekly Bulletin

- Distributed weekly and linked to parish website
- Deadline Submission: Monday for the following weekend (around holidays, deadline may be earlier. Please contact the office for updated information)
- Submissions are limited to 50 words
- Based on availability of space, announcements may need to be limited in size and frequency in bulletin

Priest or Pulpit Announcement

- Verbal, end of Mass, limited availability

Narthex Table

- Limited to 4-foot tables (there are four locations for a table in the Narthex); tables are set out and ready to be decorated on Fridays for the coming weekend
- Based on availability of space
- Limit of 2 weekends per event, and tables can be left up during the week

Website Posts

- Blog Post
 - Post can include full details and other links
 - Can be used to spread information or promote an event
- Web Event
 - Available for events that meet monthly or less frequently
 - Appear on the Parish Events Calendar
 - May have limited exposure based on number of events surrounding it (the site promotes the next seven events)
 - If your event is further out but you would like to promote it, a “Coming Soon” blog post can also be posted to inform people
- Website Banner
 - Limited to 1-2 events promoted at a time
 - Promotions should be major events aimed at the entire parish (i.e. Donut Sunday, Holy Day Mass Schedule)