

St. Ann Catholic Church Communication Policy

The Parish Communication Policy provides policy guidance relative to communication practices and approvals. This policy refers to, but is not limited to, the following types of communications at St. Ann Catholic Parish: the weekly parish bulletin, flyers, the parish website, email announcements, social media, press releases, media interviews, and solicitations.

Communication with Parish Members

The Pastor, parish staff and ministry leaders have access, as needed, to contact information for parishioners, including address, phone numbers and email addresses. The confidentiality of this information should be maintained and should not be disseminated to any outside source or vendor without authorization of the parishioner.

The following information summarizes some key points with the primary communication methods:

Weekly Bulletin, Website, Flyers, Email Announcements and Social Media

- All announcement requests should be submitted for consideration of inclusion *at least 14 days prior to the date* that you would like the information published. In doing this, the most effective promotion campaign can be created. Note: Submission of an announcement request does not guarantee that the church will publish it.
- Please fill out the “Parish Communications Request” form and email it to michelleg@stannaugusta.org or drop it off at the parish office marked to the attention of Michelle Guthrie.
- Links to graphics that you would like integrated into the announcement should be included.
- The communications materials being disseminated will be created using the information provided.

Press Releases.

- All press releases should be submitted to the Parish for approval at least 14 days prior to publication.

Media Interviews

- Only the Pastor or his designated representative should conduct interviews with any member of the media about anything pertaining to St. Ann Parish. Please email Michelle Guthrie at communications@stannaugusta.org if you have suggestions for a media interview.

Solicitation

- There should be no solicitation on parish grounds, including handing out flyers after mass or putting them on cars in the parking lot.
- Only pre-approved fundraisers by parish groups are allowed.

Note: Any communications that have not been disseminated through the communication channels listed above, will be removed.