



ST. RAYMOND DE PEÑAFORT CATHOLIC CHURCH

Communication Coordinator News

Thur, March 5, 2020

My Ministry Friends,

My name is Brandi Sulak. As of November, I am the newest member of St Raymond staff as the Communications Coordinator. I hope by now you've seen some changes, but perhaps didn't know who was making them? My role here at St Raymond is all encompassing COMMUNICATION. You provide the content, and I will make it available everywhere I can.

To help with the communication between us, I have come up with a few documents to make the transition a bit easier on both of us. Please let me know if you have questions, or think something can be worded better for others to understand. I'm talking to an audience of many generations. I want to accommodate everyone, and still manage my work load.

The first attached document is a "Publishing Request". You can write on this form and leave at the PMC. You can also save this document to your computer. Once you open it, do a save as and name it with your event or ministry. Once your request is complete and saved, you can attach that document when emailing to editor@st-raymond.org.

The second document is "Publishing Guidelines". Some of this maybe new, some may not apply to you, some may be confusing. Please remember I'm talking to many generations, and I want to include everyone's needs. Have a look at it before you send anything in, if you have questions and/or suggestions, I'm happy to listen.

The third document is "Bulletin Deadlines". This document is important and not negotiable. The bulletin is printed by an outside company and I have to submit our bulletin on time, and I'm only part time. The rule is **Friday**, the **week before** the Mass weekend. However, there are a few exceptions around holidays and they are earlier! These are listed for you.

These documents are also available online as well as the form to submit. Visit our website at St-Raymond.org, locate the top menu on the right of your screen, you'll find a Quicklinks that will display more menus when you place your mouse over the word. Submit to Editor is within that menu. You'll find a link to the "Publishing Request", "Publishing Guidelines", and "Bulletin Deadlines" here. If submitting online, there is an option to attach files.

My job is to help parishioners know your ministry. To get parish information out there. To publicize events for all to know and attend. There's a few other things I do, but we'll leave this letter to publishing. You can reach me for any questions at b.sulak@st-raymond.org or ext 147. Leave the editor email to submissions only and don't forget to advertise HOW successful your event and gathers went too!

Have a great evening,

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