

Holy Name of Jesus Communication Quick Reference

Verbal Communication

- **Verbal Announcements from the pulpit** – Request your verbal announcement through Fr. Tim Morin: fr.tim@hnoj.org or (763) 745-3493.
 - Submit your announcement to Fr. Tim Morin by **Thursday noon** of the week it will be delivered.
 - Announcements from the pulpit can be made **twice**. Choose which two weekends you would like your announcement to be made.
 - Announcements will be limited to 25 to 30 words.
 - If necessary, announcements will be edited.
 - Announcements regarding unavoidable changes are acceptable.
 - Announcements regarding our community worship (Holy Days/Reconciliation) will be made.

Printed forms of Communication

- **6-Page Bulletin** – Passed out after Mass all Sundays *except the first Sunday of each month*, this form of communication is intended for highlighting an event or program (60 words maximum).
 - **If necessary, edits will be made.**
 - Graphics should be submitted as jpgs or tiffs. **Do NOT** submit graphics embedded in a Word Document.
- **Monthly Newsletter** – Mailed out the first Sunday of each month, this form of communication can include detailed articles. There is no word maximum, but expect articles to be edited as needed. Types of articles include: Feature Events, Key Stories, Faith Sharing Stories, Leadership Articles, Ministry Articles and Editorials.
 - **If necessary, edits will be made.**
 - Graphics should be submitted as jpgs or tiffs. **Do NOT** submit graphics embedded in a Word Document.
- Submit content to either Barb Seliski or Jennifer Ladendorf. Contact information for each is below. Refer to Bulletin/Newsletter deadlines located on page three of this document. Content must be submitted on or before the corresponding deadline dates.
 - Barb Seliski: bseliski@hnoj.org or (763) 745-3486
 - Jennifer Ladendorf: jladendorf@hnoj.org or (763) 473-7901 X118

Electronic Communication

- www.hnoj.org - Our website is online 24/7 and can be used for posting information on just about anything. Below is a list of examples of the types of information we post on the website:
 - o Ministry and Outreach Needs
 - o News regarding upcoming events
 - o Registration forms
 - o Links to other web-based resources
 - o In-depth articles (there is no maximum on the website. Articles can go into extreme detail here)
- Submit electronic content to Jennifer Ladendorf: jladendorf@hnoj.org or (763) 473-7901 extension 118. Content is accepted in any of the following formats:
 - o Word document
 - o Adobe PDF file
 - o jpg, gif or png (Graphic file types in use on the website)
 - o straight text
 - o hard copy

Deadlines

Submit articles for all **printed** forms of communication to Barbara Seliski: bseliski@hnoj.org or (763) 745-3486. Submit content for the **website** to Jennifer Ladendorf: jladendorf@hnoj.org or (763) 473-7901 extension 118.

6-Page Bulletin (Passed out after Mass)-

| Sunday Publication Date | Corresponding Deadline Date |
|-------------------------|---|
| July 12, 2009 | July 7, 2009 |
| July 19, 2009 | July 14, 2009 |
| July 26, 2009 | July 21, 2009 |
| August 9, 2009 | August 4, 2009 |
| August 16, 2009 | August 11, 2009 |
| August 23, 2009 | August 18, 2009 |
| August 30, 2009 | August 25, 2009 |
| September 13, 2009 | September 8, 2009 |
| September 20, 2009 | September 15, 2009 |
| September 27, 2009 | September 22, 2009 |
| October 11, 2009 | October 6, 2009 |
| October 18, 2009 | October 13, 2009 |
| October 25, 2009 | October 20, 2009 |
| November 8, 2009 | November 3, 2009 |
| November 15, 2009 | November 10, 2009 |
| November 22, 2009 | November 16, 2009 early due to Thanksgiving |
| November 29, 2009 | November 19, 2009 early due to Thanksgiving |
| December 13, 2009 | December 8, 2009 |
| December 20/27, 2009 | December 14, 2009 early due to Christmas |

Monthly Newsletter (Mailed at the top of the month)-

| Sunday Publication Date | Corresponding Deadline Date |
|-------------------------|---|
| August 2, 2009 | July 14, 2009 |
| September 6, 2009 | August 18, 2009 |
| October 4, 2009 | September 15, 2009 |
| November 1, 2009 | October 13, 2009 |
| December 6, 2009 | November 12, 2009 early due to Thanksgiving |
| January 3, 2010 | December 10, 2009 early due to Christmas |