



## Holy Name of Jesus Communications Guidelines: Quick Reference

### Verbal/Video Announcements

Request your verbal/video announcement through Nicole Mamura: nmamura@hnoj.org or 763-746-8195.

- To be considered for inclusion in our video/verbal announcements, submit your announcement by end of day Monday at least three weeks before the announcement should be delivered. (This is to ensure we have time to include it in our videotaping, which occurs at least three weeks in advance.)
- Most announcements during Mass are made only once, so please specify the weekend on which you'd like your announcement made.
- Announcements may be edited due to time restrictions. On weekends when we have many announcements, your announcement may not be made. If there are multiple weekends on which your announcement may be made, please include this in your request.

### 6-Page Bulletin

- Passed out after Mass all Sundays except the first Sunday of each month, this form of communication is intended to provide liturgical insight from Fr. Steve and an overview of ministry and community events/programs.
- Please keep submissions to 60 words if possible; if necessary for grammar, editorial style, space available, etc., edits will be made.
- Graphics should be submitted as .jpg or .tiff files.
- Priority is given to ministry activities, but we will consider community events as well.
- In most cases, a bulletin announcement can run a maximum of three times.
- Submit content to Nicole Mamura, communications coordinator, at nmamura@hnoj.org or 763-746-8195. Refer to bulletin/newsletter deadlines located on our website.

### Monthly Newsletter

Mailed out the first Sunday of each month, this form of communication can include more in-depth articles, which may vary in length from 250-600 words. Most articles will be featured online as well; some will be selected to be featured in short form in our monthly e-newsletter.

- Articles may be edited for grammar, editorial style, print space requirements, etc.
- Types of articles include: Ministry Programs/Events, Faith Sharing, Volunteering and Outreach.
- Graphics should be submitted as .jpg or .tiff files.
- Submit content to Nicole Mamura, communications coordinator, at nmamura@hnoj.org or 763-746-8195. Refer to bulletin/newsletter deadlines located at [www.hnoj.org/bulletin](http://www.hnoj.org/bulletin).