



## Holy Name of Jesus Communications Guidelines: Quick Reference

### Verbal/Video Announcements

Request your verbal/video announcement through Sarah Reid: sreid@hnoj.org or 763-746-8194.

- To be considered for inclusion in our video announcements, submit your announcement by end of day Monday at least three weeks before the announcement should be delivered. For verbal announcements, submit your information by the end day Monday the week of. (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.

*\*Please note that 60 Seconds to Connect is currently paused and there are no video announcements at the moment.*

### 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 our pastor 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 and must be free to use or share with no copyright.
- 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 Sarah Reid, Communications Coordinator, at sreid@hnoj.org. 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.

- 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 and must be free to use or share with no copyright.

- Submit content to Sarah Reid, Communications Coordinator, at [sreid@hnoj.org](mailto:sreid@hnoj.org). Refer to [bulletin/newsletter](http://www.hnoj.org/bulletin) deadlines located at [www.hnoj.org/bulletin](http://www.hnoj.org/bulletin).