

ST. ROSE OF LIMA MINISTRY COMMUNICATION GUIDELINES

PARISH OFFICE

Office Hours: Monday-Thursday 8:30 a.m. to 4:30 p.m. Friday 8:30 am-3:30 pm
Mailing Address: 425 Pennsylvania Avenue, North Wales, PA 19454
Phone: 215-699-4617
Fax: 215-699-4452
Email: stroselima@srol.org

Parish Secretaries	Mary McCarthy (Monday-Friday) and Helen Diebold (Tuesdays)
Director of Religious Education	Joanne Trageser, 215-699-4434, stroselima@srol.org
Director of Music	Rudy Lucente, 215-219-8730, rudylucente@verizon.net
Youth Minister	Zac Moren, 215-699-4617, roseoflimaym@gmail.com
Coordinator of Ministries	Jane Selner, 215-699-4617, jselner@srol.org
Facilities Manager	Bob Geiger, 215-699-4617, bgei@verizon.net

ANNOUNCEMENTS AT MASS

- Requests should be submitted to the parish Secretary (hard copy or via e-mail to stroselima@srol.org) by **Thursday** prior to the weekend you would like the announcement to be made. The Pastor will review and approve all announcements.

BULLETIN MESSAGES

- Requests should be submitted to the parish Secretary (hard copy or Word file sent via e-mail) no later than **12:00 p.m. Noon on the Wednesday** prior to the weekend you would like the message to appear. The Pastor will review and approve all bulletin messages.

BULLETIN INSERTS

- Proposed bulletin inserts should be submitted to the parish Secretary (hard copy or word file sent via e-mail) **no later than Monday** of the week you would like the insert to be in the bulletin. The Pastor will review and approve all bulletin inserts.
- Once approval is received, the ministry should prepare 400 copies and enlist volunteers to insert them into the bulletins on Friday or Saturday morning. Contact the Coordinator of Ministries at the parish office if assistance is needed with bulletin inserts. Bulletins are stored in the Ushers closet located in the church vestibule. Once the flyers are inserted, the bulletins should be placed back into the box and returned to the closet.

CCD/PREP PARENT INFORMATION PACKETS

- Requests to have information distributed to CCD/PREP families should be submitted by **Wednesday** the week before the packets are assembled for weekend distribution (assembled on Fridays). Both the Pastor and the Director of Religious Education must review and approve all ministry information distributed to CCD/PREP families.
- Once approval is received, the ministry will provide 185 copies to the Director of Religious Education by the **Friday morning** prior to the weekend on which the information will be distributed.

MATER DEI CATHOLIC SCHOOL PARENT INFORMATION FLIERS

- We are not able to distribute fliers to Mater Dei Catholic School families due to the volume of school information being communicated, involvement of five active parishes, and parent information is almost exclusively distributed electronically.

PARISH-WIDE BROADCAST E-MAILS

- Requests to have information sent via e-mail to all parish families should be submitted to the parish Secretary at least one week in advance of requested transmittal date (hard copy or via e-mail to stroselima@srol.org). The Pastor will review and approve all parish-wide e-mails.
- If your ministry would like a broadcast e-mail sent to members of a specific ministry that maintains a group-specific email list (e.g. CCD/PREP, CYO, Knights of Columbus, Youth Ministry), they must also be reviewed and approved by the ministry leader (Director of Religious Education, CYO President, Youth Minister, etc.).

PARISH WEB SITE (www.srol.org) & BLOG

- Requests for information to be posted on the parish web site should be directed to the Coordinator of Ministries at the parish office (hard copy or via e-mail). The Pastor will review and approve all information prior to it being posted on the web site.
- Requests to have postings on a specific ministry webpage should be reviewed and approved by the ministry leader prior to submitting to the Coordinator of Ministries.
- Requests for information to be posted on the St. Rose of Lima Parish tab on the Mater Dei Catholic School website (www.materdeicatholic.com) should be submitted to the parish secretary at least one week in advance. The Pastor and Principal will review and approve all information to be posted. Once approved, the request will be submitted to the Mater Dei Catholic School website coordinator, Judy Kraft, 215-896-8324, jkraft@materdeicatholic.com

CHURCH VESTIBULE MONITOR

- To have information posted on the electronic monitor in the church vestibule, please obtain pastor approval for the content by submitting the information to the parish secretary at least one week in advance of requested posting date. Electronic postings are maintained by the parish bookkeeper.

FACEBOOK

- If a ministry would like to create a Facebook Page to communicate information and events, please submit a request for approval to the Coordinator of Ministries, for review and prior approval by the Pastor.

PARISH SIGN

- If a ministry would like a message posted on the parish Sign located on Main Street, please submit the message to the parish secretary at least 1 week prior to the requested posting date for the pastor's review and approval.

POSTERS AND OTHER MATERIALS IN THE CHURCH VESTIBULE AND/OR POSTED ON CHURCH DOORS

- All signs, pamphlets, posters, flyers, periodicals, etc. must be submitted to the parish Secretary, to be reviewed and approved by the Pastor prior to being posted or placed in the church vestibule, on church doors, or on the parish bulletin board. Event specific materials/signs should be promptly removed at the conclusion of the event.

SIGNS AND OTHER MATERIALS IN THE PARISH CENTER or PARISH ACTIVITIES BOARD/DOORS

- All signs, pamphlets, posters, flyers, periodicals, etc. must be reviewed and approved by the Pastor, prior to being posted or placed in the Parish Center, on Parish Center bulletin boards or Parish Center doors.

SIGNS ON PARISH GROUNDS

- Requests to post lawn signs, banners, flags, etc. must be submitted to the parish Secretary, to be reviewed and approved by the Pastor, prior to being posted or displayed on parish grounds, ballfield, parking lots, etc.. Temporary signs and banners also require approval from the local Borough prior to being posted. This approval will be coordinated by via the parish office.