**St. Jude the Apostle Catholic Church**

**Ministry Publicity/Communications Procedures**

**Bulletin**

Please submit articles in writing by 5p.m., two Thursdays before the intended Sunday of publication. Submissions should be e-mailed to bulletin@stjudeatlanta.net (please do not send submissions to staff e-mails as this may result in a delay in publication).

* Photos and graphics can be sent as an attachment (.jpg or .gif format).
* If necessary, information may need to be edited and the use of your graphics/photos cannot be guaranteed.
* We cannot accept bulletin inserts.

If you have any questions about a submission, please contact Suzanne Fusco at sfusco@stjudeatlanta.net (770-394-3896 ext.524).

**E-COMMUNICATIONS**

The parish office sends out a regular e-communications regarding upcoming parish events. Special requests for items to be added to the e-blast need to be e-mailed to Julie Smith at jsmith@stjudeatlanta.net or 678-252-5849.

**FACEBOOK/SOCIAL MEDIA**

The official St. Jude Facebook page and Twitter account is maintained by the parish office.  If your ministry would like to have items posted on Facebook or Twitter, please contact Julie Smith at jsmith@stjudeatlanta.net or 678-252-5849.

**literature racks/display boards/ Church Vestibule**

We have racks and display boards available for flyers, brochures and small posters. Approval is needed from the pastor to display anything anywhere on campus. Please contact Kerry Arias at karias@stjudeatlanta.net or 678-252-5688 with any requests.

**MINISTRY E-MAILS**

All ministries have an official St. Jude e-mail address. This e-mail account can be set to be automatically forwarded to one personal e-mail. For login information for your ministry e-mail or to change the forwarding e-mail, please contact Julie Smith at jsmith@stjudeatlanta.net or 678-252-5849.

**MINISTRY TO MINISTRY PUBLICITY**

If your ministry would like help from other ministries to promote an event or need, please first send an e-mail to Kerry Arias at karias@stjudeatlanta.net or 678-252-5688 with your request.

**OUTDOOR SIGNS AND BANNERS**

Outdoor signs or banners may be permitted in certain situations. Additionally, local codes restrict the size and placement of banners on our property. Please contact Kerry Arias at karias@stjudeatlanta.net or 678-252-5688 to make a request for outdoor banners or signs.

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**PULPIT ANNOUNCEMENTS**

The parish office prepares announcements for events that impact the entire parish community the following week (e.g. Parish-wide retreat, Mass schedule change, etc.) or an activity (such as ticket sales or sign-ups) that is taking place outside of the church that day. Any request for pulpit announcements should be submitted in writing to pulpit@stjudeatlanta.net no later than the close of business on Tuesday of the week of the desired announcement weekend. Please include contact information, including a phone number,

should we need to reach you. If you have any questions, please contact Suzanne Fusco at sfusco@stjudeatlanta.net (770-394-3896 ext.524).

**SPEAKERS AT MASS**

Speakers at Mass are limited to two minutes and the message must be relevant to the entire parish. Please submit your request at least one month in advance by using the ***Ministry Request for Solicitation*** form at [www.stjudeatlanta.net/ministry-leader-information](http://www.stjudeatlanta.net/ministry-leader-information).

**SPEAKERS AT MINISTRY MEETINGS, CLASSES, GATHERING, ETC.**

Any Ministry/Group/Organization of the parish wishing to have a speaker make a presentation

and/or class at an upcoming meeting/gathering (on site or off site) must submit a completed ***Speaker Request Form*** for approval. [www.stjudeatlanta.net/ministry-leader-information](http://www.stjudeatlanta.net/ministry-leader-information)

**SPECIAL COLLECTIONS**

If you would like to collect items for your ministry in the vestibule or elsewhere on campus, please submit a completed ***Ministry Request for Solicitation*** *Form* at [www.stjudeatlanta.net/ministry-leader-information](http://www.stjudeatlanta.net/ministry-leader-information) for approval.

**TABLE OUTSIDE OF CHURCH OR AT COFFEE AND DONUTS**

Ministries can have a table outside the church after Masses or in the Stapleton Center for ticket sales, event sign ups, etc. Table reservations fill up very quickly and will be given on a first come, first served basis. To make a reservation, please submit a completed ***Ministry Request for Solicitation Form*** at [www.stjudeatlanta.net/ministry-leader-information](http://www.stjudeatlanta.net/ministry-leader-information) for approval.
Contact Kerry Arias at karias@stjudeatlanta.net or 678-252-5688 for assistance. Please keep in mind:

* Only one ministry may have a table per weekend.
* You must staff the table at all of the Masses.
* As this is a marketing opportunity for your ministry/event, promotional materials and signs/posters should be displayed at your table. Easels are available for signs.

**TV MONITORS**

The TV monitors are updated with select information from the bulletin. If you would like a specific item added to the monitors, please submit your request to Julie Smith at jsmith@stjudeatlanta.net two weeks in advance.

**WEBSITE**

Requests for items to be added to the parish website should be e-mailed to Julie Smith at jsmith@stjudeatlanta.net.

**Questions?**

**Please call the parish office at 770-394-3896 and we will be happy to assist you!**