



St. Therese Catholic Community
1260 NE 132nd Ave., Portland, OR 97230 Tel 503-256-5850

St. Therese Parish Weekly Bulletin and its Procedures

Bulletin Definition: The weekly bulletin is one of the Pastor's communication tools to his parishioners; it helps the Pastor to create spiritual orientation in the parish. It provides information to the parishioners about the local church, the vicariate, the Archdiocese and its organizations, services, ministries, and liturgy. The bulletin and its contents are mainly pastoral, and the Pastor has full authority and responsibility for what is published, when it is published, and all of its contents and layout.

Bulletin information: All contents published in the bulletin and bulletin inserts must be approved and authorized by the Pastor or an authorized person appointed by the Pastor. Only after such approval or authorization can the bulletin be forwarded to the bulletin publisher for printing. No staff member is authorized to approve the contents or the inserts of the bulletin unless he or she has a written authorization from the Pastor.

Bulletin assembling: The Pastor has full authority to delegate this responsibility to an individual or a group, a staff member or a non-staff member, whether a parishioner or non parishioner. The bulletin is assembled and typed by the person appointed by the Pastor (hereinafter, the "Appointee"). A day prior to transmitting for publication, Tuesday, the bulletin draft should be forwarded, with all its contents and inserts, by

the Appointee to the Pastor and to his delegate for approval. Upon approval it can be forwarded to the bulletin publisher for printing.

Under no circumstances should a non-approved bulletin item be forwarded to the publisher. The Pastor has full authority to stop the distribution of the bulletin if the contents were not properly authorized or approved.

Bulletin deadline: All bulletin submissions for the following Sunday's bulletin must be submitted to the Appointee by Tuesdays at 11:30 a.m.

Bulletin inserts. No more than three bulletin inserts will be allowed per week.

For any individual, group, committee, organization, or church, wishing to have a bulletin insert or a flier insert, the responsible person for these groups should contact the Appointee at least two weeks prior to the requested publication date, with a proof copy for Appointee to forward to the pastor for approval. The Appointee should forward the requested insert proof copies, including the requested date of publication for the inserts, to the Parish Business Manager. The Parish Business Manager should forward the requested insert proof copies to the next weekly meeting of the Pastor and the Business Manager (Thursdays at 10:00 a.m.). Upon review by the Pastor and the Business Manager, the Appointee should contact the sponsor party and let them know whether the insert was approved or not approved by the Pastor.

No staff member is authorized to approve any contents and/or inserts of the bulletin.

In case of absence of the Business Manager or cancellation of the weekly Pastor-Business Manager meeting, the Appointee should forward that week's insert requests to the Pastor on a discussed date, or Thursday by noon at the latest. If approved, hard copies of the insert should be provided by the sponsor of the insert and the copies should be delivered to the parish office by noon on a discussed day, but no later than

Wednesdays to be inserted into the following Sunday's bulletin. The Appointee can decide and inform the insert's sponsor party of the required number of copies needed. The Pastor has full authority to stop the distribution of the insert if the contents were not properly authorized or approved.

Bulletin Front & back pages: The front page should include an image of the church, St. Therese Parish. The front page design can be changed whenever it is deemed necessary with the approval of Pastor. The Pastor can appoint a staff member or a non- staff member, whether a parishioner or non parishioner, who has the required and specific skills to design or re-design the front page. No person or Appointee is authorized to make changes to the front cover design unless he or she has written authorization from the Pastor.

The front cover should include the following details, in the following order;

- The Date of Publication
- A drawing or a photograph of the church (drawing may be sketch art)
- Mission Statement
- Mass Schedule and Sacraments

NOTE: The Mass Schedule should be the regular weekly Mass schedule, including Holy Days. Sacraments should include Reconciliation, Marriage, Anointing of the Sick, and Eucharist to the home-bound.

- The Pastor's name
- The Parish and School general contact information

Bulletin Contents Prioritization. Priority of the contents of the bulletin should be as follows:

- Liturgy
- Pastoral
- Archdiocesan
- Parish and School
- Parish groups and societies
- Non-parish submissions

Bulletin Contents responsibilities for staff: The office staff should collect and supply the correct information to the Appointee for bulletin publication. Approval should only be by the Pastor and/ or the delegate appointed by the Pastor. Office staff is not authorized to approve the contents or inserts of the bulletin unless authorized by the Pastor.

Bulletin review: Once the bulletin is drafted by the Appointee, he or she should distribute the hard copy, along with the scheduled inserts, to the Business Manager for initial review of content, layout, spelling, and grammar. Once the Appointee has made these corrections he or she should print the corrected hard copy, along with the requested inserts, and forward all of this to the Pastor on a discussed day, at the latest, by Tuesday at 4:00 p.m. At the same time, the Appointee should email the corrected Microsoft Word copy (not a pdf format copy) to the Pastor's given email addresses. By Wednesday morning before 11:00 a.m. the Pastor should forward the bulletin copy and/or the emailed Word copy with his approval and decisions on the hard copy to the Appointee.

If, the discussed day, Tuesday falls on a Holiday these procedures should follow either day prior to the discussed day or the day after the discussed day according to the

agreement made with the printing company. The day may change, but the procedures and the times should remain as stated.

Bulletin distribution: By Wednesdays at 2:30 p.m., the Appointee will transmit the corrected final bulletin document to the bulletin publishing company, along with the approved inserts. Finally, the Appointee should forward Word document email copies (not pdf format copy) of the bulletin and the inserts to the Pastor, Parish Business Manager and to the email address provided for the parish web site publication. The parish Business Manager should take necessary action with the consultation of Pastor, in case, the instructions and/or the procedures are not properly followed.

Bulletin appointee: If any case occurs of the appointee's misconduct or misuse or neglect or failure to follow the above procedures, this may disqualify the Appointee from bulletin preparation. The pastor has full authority to nominate or appoint another individual or a group as the new Appointee.

Pastor Definition and Role: The Archdiocesan appointed Pastor or Administrator is referred to in this document as the "Pastor", and has full authority to change the procedures of the bulletin preparation and the Appointee at any time, accompanied by an acknowledgement to the Parish Pastoral Council. The Pastor will also inform the office staff of such changes, either prior or after the changes have taken place.

Signed by
Fr. Roger M. Fernando

Pastor or Administrator

Dated 7/22/10

Date