



## OFFICE POLICIES AND PROCEDURES

<b>SUBJECT:</b>	<b>INSERT POLICY</b>
<b>EFFECTIVE DATE:</b>	<i>October 1, 2018</i>
<b>DATE LAST REVIEWED:</b>	<i>September 12, 2018</i>

### PURPOSE/OVERVIEW

Reducing the number of inserts will help us save valuable time and resources but it will also help highlight special events and opportunities when needed. There is a downside to having multiple bulletin inserts, they can create clutter, are often wasted and lessen the importance of special announcements. Unless your insert is a form that requires completion or a very special parish event, we encourage you to use other forms of communication.

We have multiple communication methods; Flocknote, our website, Facebook and our bulletin are great resources. You simply have to plan ahead of time in order to promote in a timely manner.

### APPLIES TO

This policy applies to parishioners, volunteers, and employees.

### POLICY

Please follow the following guidelines:

- Submit your insert two weeks in advance in order to avoid any delays
- Inserts must be submitted via email in a word or pdf file
- Each insert can run once a month

PLEASE LIMIT THE NUMBER OF INSERTS YOU SUBMIT

### CONTACT

Please email Maribel Mendoza at [bulletin@saintcecilia.org](mailto:bulletin@saintcecilia.org) or 713-465-3414

### EXCEPTIONS

Fillable forms are an exception.

If you feel it is necessary to make your announcement an insert you must first get approval. Email Maribel Mendoza at [mmendoza@saintcecilia.org](mailto:mmendoza@saintcecilia.org)

### RELATED POLICIES, PROCEDURES, AND MATERIALS

Bulletin