

Communication Policy for St. Agnes Church

OVERVIEW:

Parish Mission Statement: We, the People of St. Agnes Parish are a Catholic Faith Community inspired and guided by the Holy Spirit. Sharing in the mission of Jesus Christ, we are committed to spreading the Good News of God's love in our Parish and in the World. As we continue our journey of Faith, we pledge to love and support each other, give witness to Christ, and welcome all who desire to be part of our Parish Family.

Effective communication allows the church to function and fulfill its mission.

COMMUNICATION WITHIN OUR PARISH:

Verbal:

- **Word of mouth:**
St. Agnes Church maintains no ability to control messages that flow through word of mouth. We simply ask that those who speak on behalf of our church to keep our parish mission in mind and pray that our words are always guided by the Holy Spirit.
Ephesians 4:29; "Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear."
- **Telephone calls to or from the parish or on behalf of the parish:**
Phone calls to and from the parish are typically handled by the Parish Secretary or other staff members. Messages are recorded and disseminated to appropriate personnel. Phone calls should be returned no later than 2 business days.
Main Office Phone #: 724-863-2626
- **Announcements at weekly Mass:**
Announcements for weekly Mass can be requested by contacting the Parish Secretary **no later than 4:00PM** on the Thursday before the Mass. All announcement requests and wording will be used at the discretion of Msgr. Paul.

Written:

- **Weekly Bulletin:**
Requests for the weekly bulletin can be made to the Parish Secretary **no later than two** Wednesdays before the requested publishing date. All content and wording are subject to approval by Msgr. Paul.
- **Letters and faxes to or from the parish or on behalf of the parish:**
Incoming letters or faxes are disseminated by the Parish Secretary to the appropriate personnel.
Our mailing address is: St. Agnes Church, 11400 St. Agnes Lane, North Huntingdon, PA, 15642. Our fax number is: 724-863-1057.

Outgoing letters and faxes sent on behalf of St. Agnes should be reviewed by a staff member. The letter content and wording are subject to approval by Msgr. Paul.

Digital:

- **FlockNote** is the preferred method of communication within the ministries of St. Agnes Church. Private email lists and emails are not appropriate as they do not allow for transparency within the organizations, nor do they allow the staff to support the ministries. Flocknote also gives our parishioners the ability to control how they want to receive messages. Flocknote is extremely useful in allowing you to attach documents, pictures, videos, surveys, etc. At least one member within each ministry is designated as a “Note Sender,” and has the ability to send notes from their personal device. To set up a Flocknote Group, add to or edit existing one, or troubleshoot any Flocknote problems, please contact kbrown@dioceseofgreensburg.org
- **Troubleshooting FlockNote:**
Occasionally, we lose one of our “sheep” and they no longer have the ability to receive messages. Users are encouraged to check their SPAM folder. Also, adding mail@flocknote.com to your list of contacts often resolves the issue. If a user has received and **did not open** too many messages in a row, they are automatically put on a “Do Not Email” list by Flocknote personnel. Users are encouraged to click on their sheep within Flocknote and unselect the particular group they no longer want to receive messages from rather than not open the message at all. Please note: **TAKING YOURSELF OUT OF “EVERYONE” REMOVES YOU FROM ALL OF ST. AGNES’ MESSAGES.**

COMMUNICATION TO REACH OUR BROADER COMMUNITY/MEDIA:

The following is a list of **possible** places to send information, updates, articles, photos, etc. on behalf of St. Agnes. **Please do not send to these places directly. ALL content is to be sent to Kristen Brown**, Communication Coordinator, at kbrown@dioceseofgreensburg.org. Include proofed content, requested date of publishing, and areas to be published from the list below. ALL requests and content will be reviewed and are subject to approval by Msgr. Paul.

- **Parish Website:**
Content to the website must be submitted to the Communication Coordinator, at kbrown@dioceseofgreensburg.org **no later than 5 business days** before the requested publishing date.
For reference, our website address is: www.stagneschurch.info.
- **Facebook:**
Completed content must be submitted to the Communication Coordinator, at kbrown@dioceseofgreensburg.org **no later than 5 business days** before the requested publishing. Content that must be created may take **up to 10 business days** before published. The preferred method of formatting is a .PNG (portable network graphic) or .JPEG (joint photographic expert group) file.
For reference our Facebook Link is:
<https://www.facebook.com/StAgnesRomanCatholicChurch>
- **All Parishes/All Schools:**
When appropriate, content can be “pushed” out to all the parishes and schools within the Diocese of Greensburg. The individual parishes and schools will publish content at their discretion. Send content to the Communication Coordinator, at kbrown@dioceseofgreensburg.org in a timely manner as deadlines vary within in parish and school.
- **The Catholic Accent:**
The Catholic Accent is published monthly on the third Thursday of the month. The publication is magazine style once a quarter (February, May, August, and November) and does NOT include *The Around the Diocese* column featuring a list of events. Plan accordingly to have these events listed in the newspaper style the during the other eight months (January, March, April, June, July, September, October, and December). To be included in the magazine issues, your content must be submitted to the Communication Coordinator, at kbrown@dioceseofgreensburg.org **no later than one month** before the publication date. To be included in the newspaper issues, content must be submitted to the Communication Coordinator, at kbrown@dioceseofgreensburg.org **no later than two**

weeks before the publication date. The Catholic Accent will publish content at their discretion.

- The Diocesan Calendar:

When appropriate, parish events may be submitted to the Communication Coordinator for the inclusion on the Diocesan Calendar, which appears on their website. When requesting events, please include the following: event title, brief description, date, time, location, registration information, contact person's name, phone number, and email address. For reference the website for the Diocese is: dioceseofgreensburg.org

- The Norwin Star:

The Norwin Star is published every Thursday. Content for the Norwin Star must be submitted to the Communication Coordinator, at kbrown@dioceseofgreensburg.org **no later than 10 business days** before the requested publishing date. The Norwin Star will publish content at their discretion.

- Fliers:

When appropriate fliers can be included in the weekly bulletin (see above for bulletin deadline) and posted in the Narthex, bulletin boards in Resurrection Hall and the Old Convent. Please do not hang anything, as this will be done for you. Fliers to be hung in public places beyond the campus of St. Agnes (Ex. Norwin Public Library, local grocery stores, etc.) or passed out on behalf of St. Agnes must be approved first and are subject to approval by Msgr. Paul. Fliers requests may be submitted via hardcopy to the Parish Office or emailed directly to the Communication Coordinator at kbrown@dioceseofgreensburg.org.