

Bulletin Submission Guidelines

Dear Friend of St. Mary and St. Patrick Parishes,

We are pleased to provide our parish bulletin as a space to communicate valuable information about upcoming events to fellow parishioners and visitors. We hope the following guidelines assist you in planning as you prepare to submit content into our bulletin.

1. Please submit your bulletin content along with any photos or graphics to Kelly McCloskey at bulletin@stmarychardon.org.
2. Plan on submitting these materials at least 10 days ahead of time, or two Thursdays prior to the published bulletin date you are requesting.
3. Please let us know the bulletin publication dates (Sundays) you are requesting. We will do our best to get the material published on or close to the dates requested.
4. Please let us know if you are requesting material to be published more than two consecutive weekends. We will accommodate requests as space permits.
5. Parish-specific items will be prioritized which include major parish events and other ministry events. Other non-parish related events will be included as space permits.
6. It is best practice to use your organization's email and phone number in our parish communications rather than using your personal contact information. Parishioners may request from Fr. Scott an auto-forward ministry email address with the parish domain for their ministry (i.e. myministry@stmarychardon.org). Please read the disclaimer below for assuming the risk of using your personal information in our parish communications.

Thank you for your dedication to our Lord and His Church. Let us know if you have any questions or concerns as you communicate your events in the bulletin.

Blessings,

Fr. Scott Goodfellow
Pastor

frscott@stmarychardon.org

Kelly McCloskey
Communications Director

kmccloskey@stmarychardon.org

Parish Office
(440) 285-7051

office@stmarychardon.org

***Disclaimer for Personal Contact Information**

Please be aware that our bulletins are accessible online. From time to time bad actors will gather personal contact information published online and impersonate one of the members of our parish staff, asking for help with a discreet affair, or say they are in a meeting and can't talk in person, or ask for immediate emergency assistance. Please be vigilant when receiving a message from a number or email you do not know. ALWAYS double check the email domain (@stmarychardon.org or @stpatrickthompson.org), ask the parish office or a fellow parishioner if you're unsure about a message you received. The best course of action is to ignore and delete the message. Please notify our parish office if you receive a scam message. Nobody from our parish will ever solicit you for money by text, phone, social media, or email. The parish is not responsible for losses or damages resulting from scams.