



COMMUNICATIONS POLICIES AND GUIDELINES

There are many ways to communicate events and activities at St. Pius X. Generally, all items must go through the COMMUNICATIONS OFFICE for approval.

Send general bulletin announcements to: communications@stpiuscda.org
(use the Bulletin Announcement Request Form and see specific guidelines below)

FOR MORE INFORMATION OR QUESTIONS, CONTACT:

Stephanie Shafer
Communications Director
communications@stpiuscda.org

PARISH WEBSITE:

The central location for all communications is the parish website: www.stpiuscda.org which includes:

- Liturgical and sacramental information
- Spiritual Life (prayer groups, small faith communities, retreats, pilgrimages)
- Faith Formation & Sacramental Prep Information
 - OCIA/Becoming Catholic
 - Marriages
 - Infant Baptisms
 - First Sacraments
 - Confirmation
 - Children's Religious Education
 - Youth Group
 - Exploring Catholicism
- Missions of Charity Information
- Parish activities and events
- Livestream events (housed here and on FB and YouTube)
- Online giving and access to registration for parish events
- Prayer chain information
- eMessenger Sign Up
- Catholic Resources (Vatican News, Catholic videos and information; access to Word on Fire, Formed.org, etc.)

BULLETIN:

The parish bulletin is another central location of parish events and activities and offers promotions of other area Catholic events and ministries.

All bulletin items must be emailed to communications@stpiuscda.org no later than Mondays at 12pm (13 days prior to the bulletin publication date).

FLYERS FOR EVENTS:

Catholic events and activities may be permitted in our bulletin with advance permission. Email all items to communications@stpiuscda.org. **Parish events and activities have priority.**

Flyers for parish events are digitally included in our bulletin. Please email in JPEG or PDF format so that we may digitally include, as space is available. For this reason, it is best to contact communications@stpiuscda.org well in advance of your event.

(Flyers for events outside the parish are posted on our community bulletin board in the hall, with permission.)

eMESSENGER & Flocknotes

An eMessenger goes out to parishioners and others who sign up for this weekly emailed/texted newsletter. The regular eMessenger is scheduled for each Friday at noon.

From time to time, it is necessary to send special church announcements. This is also done through the eMessenger.

Many parish groups also have groups set up for communications through the Flocknote system (Knights of Columbus, bible studies, women's retreat, prayer chain, etc.). Please contact communications if you would like more information.

ONLINE: SOCIAL MEDIA, LIVESTREAM, VIDEO

Liturgies, parish events, Catholic resources and livestream events are all shared on social media and the website.

ANNOUNCEMENTS

FATHER'S ANNOUNCEMENTS

Through permission of Communications, Father may make an announcement before Mass begins. Father's announcements are at his discretion. Please email communications@stpiuscda.org to request an announcement before Mass..

From time to time, Father will announce a "GUEST" to make an announcement, if there should be one.

GUEST ANNOUNCEMENTS

On rare occasions, a guest will speak on behalf of an organization or ministry. Generally, this is limited to liturgical, youth and missions of charity events. Special permission must be given and scheduled in advance through Communications.

BULLETIN BOARDS / TABLES IN HOSPITALITY CENTER AND NARTHEX

Bulletin boards exist for the following:

- Community events (main hallway)*
- Children's Catechesis (main hallway)
- Youth Group (hallway near Great Room)

*Most bulletin boards are maintained by specific ministries. For items on the parish-wide or community boards, please contact Communications for approval.

If you wish to promote an event/ministry with an information table in the Narthex or Hospitality Center, please contact Communications. Not all such requests are granted and must also be approved by the parish office.

IDAHO CATHOLIC REGISTER

From time to time, Communications provides information to the Idaho Catholic Register:

- Post parish events on ICR calendar
- Provide articles and/or photos as events occur or are requested

COMMUNICATION OF EVENTS TO OUTLYING PARISHES & HOLY FAMILY CATHOLIC SCHOOL

When relevant, Communications forwards parish events to HFCS and the outlying parishes for promotions. Please email items to Communications.

MEDIA RELEASE

The Parish of St. Pius X uses photos and videos taken at parish events for promotional or informational purposes to parishioners and the greater community. We may use such media in the weekly bulletin, the parish website, social media (Facebook, Instagram, Twitter), eMessenger, newsletters, the Idaho Catholic Register, etc.

If you **DO NOT** give permission for us to use your or your child(ren)'s photo, please let us know by calling the parish office at 208-765-5108 or emailing communications@stpiouscda.org.

NOTE: Parents of children enrolled in our religious education programs receive a form at the time of registration.