

Communications Policy

Our Lady of Fatima Catholic Church

This policy documents the requirements for communication to Our Lady of Fatima Catholic Church parish members and surrounding community.

Methods of Communication:

- Pulpit Announcements
- Social Media
- Parish Website
- Campus TV Screens
- Parish Bulletin
- Mailings
- Email
- Distributed Materials

Communication Requests:

1. All communication requests must be submitted a **minimum of 2 weeks prior** to the date that the information needs to be released.
2. All communication requests should be emailed to:
Communications@ourladyoffatima.org
3. Once the request is received, the Communications Team will determine the best means of distributing the information. (Methods listed above)
4. Priority will be given to Parish and Diocesan announcements.
5. All submitted content is subject to change by the Communications Team.
6. If you are interested in advertising a business on the back cover of the bulletin, please contact Diocesan Publications 1-800-282-5106

Please Note: Announcements will not occur on certain Solemnities such as Palm Sunday, Easter, and Christmas.