

Diocesan Newsletter FAQs

Content

We want to bring news about parishes, parishioners, and clergy throughout the southwest and west. Each parish will contribute an article at least every other month on subjects including (but not limited to)

- parish happenings
- events
- parishioners and/or their adventures
- youth
- seasonal or theme articles
- funnies and/or other entries encouraged

Do you have a chili cookoff? How about sending us the winning recipe in addition to a picture of the event?

We will generally leave theological issues to the *Sursum Corda*, and concentrate on knowing each other in this newsletter. If you do have a theological article submitted, it will be reviewed by Bishop Kessler or his delegate and its publication may be delayed due to the evaluation.

Articles should be 3-5 paragraphs in length. In some cases, newsletter articles may need to be edited and/or shortened. We will try to keep the integrity of the material intact.

Staffing

Each church will have a Communications Officer who will be responsible for communicating to and from the diocese newsletter team. They will be the church's point person to recruit writers, assign subjects if necessary, submit the materials, and be responsible for ensuring that the newsletter is published and distributed in their parish. We recommend that each parish have at least one youth on the writing team.

Deadlines

The deadline for articles or pictures is the fifteenth of each month, and we will publish the newsletter on the first of every month. Please note that this will be a "hard" deadline – we will immediately start typesetting and passing the newsletter along for review, so we cannot accept articles later than the fifteenth. We do want to be fair to everyone, and if we start making exceptions the deadlines will slip and we'll get into a crunch. If you do not submit your articles by the deadline, you will miss that month. You may submit the article for the following month if you desire.

If you would like to submit articles that we may have on hand for future newsletters, that would be great.

Submitting Material

Articles: Please send articles in plain text via email. If necessary you can use Microsoft Word. However, we prefer plain text as it is easier to cut and paste into the newsletter.

Pictures: Pictures may be uploaded to the diocesan picture repository on photobucket. Please submit a maximum of one picture per article. Exceptions will be made occasionally if you have an especially compelling couple of pictures.

To upload pictures, go to www.photobucket.com. Log in using the login **iccecnews** and the password **1diocese** to get to the account. Click on "my album" and then "browse." This will allow you to choose the picture you would like to upload. Add a description (XYZ story title) and then click "upload." The other option to upload pictures by email is to send the picture alone in an email to **iccecnews.21759@uploads.photobucket.com**. Afterwards, please send an email to news@iccec.org so that we know the picture is there.

Contribution Frequency

We will hear from St. Michaels each issue, but we will hear from other churches at least every other month.

The following churches are assigned to submit articles for "odd" months (January, March, May, July, September, November newsletters):

- All Saints
- Church of the Resurrection
- Saint David's
- St. John's
- Christ Church
- St. Luke's
- St. Paul's
- Holy Trinity

The following churches are assigned to submit articles for "even" months (February, April, June, August, October, December newsletters):

- Church of the Advent
- Church of the Holy Spirit
- St. Aidan's Mission
- St. Francis
- St. Peter's
- Church of the Risen Lord
- St. Martin of Tours
- Christ the Victor
- Holy Cross Community

Distribution

This newsletter will be printed for parishioners, but also available online at the website Bret Heniser designates.

Summary

- Communications Officer makes sure articles are submitted by the 15th of each month (on newsletters where your parish is assigned to submit).
- Submissions are to be made by email for article text and uploaded for pictures (see instructions above).
- Editor edits and typesets newsletter, then sends it for review by Bishop and/or delegates.
- Editor publishes newsletter to website on the first of the month.
- Communications Officer ensures that newsletter is distributed to the parish.

Questions? Please call Joann Maciejewski at 661/916-1098 or email news@iccec.org.