



## Diocesan Bulletin FAQ

### 1. Why is important to share information through the Diocesan Bulletin?

The bulletin is a tool for effective internal communication, which is essential for the success of any organization. Some benefits are:

- Aligns employees under one mission.
- Improves coordination among departments, parishes and schools
- Instills a sense of belonging
- Makes everyone an informed ambassador for DSJ

### 2. Who receives the Diocesan Bulletin?

All employees with a DSJ email will receive the Diocesan Bulletin. That includes Chancery, Parish, School and Cemetery staff.

### 3. When does it go out?

Every Wednesday by 5:00 p.m.

### 4. Who can submit content?

Any employee can submit information on behalf of their department, parish or school. We recommend having a designated person in each organization who can consolidate requests and coordinate submissions.

### 5. How do I submit content?

Please use this form <https://www.dsj.org/make-an-announcement/> to submit content. You will be able to write instructions, share links and upload any attachments to this form. We thank you for following to this process. We receive many emails and we don't want to miss important content.

### 6. When is the deadline to submit content?

Every Monday by 5:00 p.m.

### 7. What kind of information can I submit for the bulletin?

You can submit any news, updates or resources from your department that are worth sharing with the whole DSJ community. Sometimes, there is information that is intended for a specific large group (e.g. principals, pastors, etc.) but is good to share with all employees so they stay informed on things that are happening. Sensitive information intended for a specific group is *not fit* for the bulletin.



DIOCESE OF  
SAN JOSE

#### **8. Can I make changes after submitting content?**

We understand that sometimes there are last-minute changes and additions and we will do our best to accommodate requests. We kindly ask that you do not submit “draft” content that has not yet been approved by your department. Also please submit content formatted for the space to avoid significant editing.

#### **9. Will I get a chance to review a TEST bulletin before it goes out?**

Yes. If you submitted information to the bulletin, receive a TEST bulletin email on Wednesday morning. You will have until noon on Wednesday to send us feedback so we can make any necessary changes.