



## 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:

- Align employees under one DSJ mission.
- Improve coordination among departments, parishes and schools
- Instill a sense of belonging
- Make everyone an informed ambassador for DSJ

### 2. Who receives the Diocesan Bulletin?

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

### 3. When does it go out?

The Diocesan bulletin is weekly, every Monday by 5:00 p.m. If Monday is a holiday, every Tuesday at 8:30 a.m. The timing allow Parish bulletin editors to include your submission in their Bulletin that week.

### 4. Who can submit content?

Any employee can submit information on behalf of their Chancery 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?

Submit your article through <https://www.dsj.org/make-an-announcement/> only. This form allows you to indicate your specific instructions, share links and upload any pdf and images. We do not accept email submissions.

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

Every Friday by 12:00 p.m. If Friday or Monday is a holiday, submission is due every Thursday at 12:00pm.

### 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 are information 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.



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**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 have not yet been approved by your department. Also, please submit content formatted (single line space only in one paragraph) to avoid significant editing.

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

If you submitted information to the bulletin, you will receive a TEST bulletin email in the morning prior to its release. You will have until noon on the same day to send us your feedback/update so we can make any necessary changes.