



DIOCESE OF
SAN JOSE

Diocesan eBulletin Guidelines

Purpose

The Diocesan eBulletin is a weekly internal communication vehicle to share updates, information, and events from the Bishop, our Chancery departments, our parishes, our schools, and other Catholic organizations with all Diocesan, parish, school, and cemetery employees.

With this regular communication, we seek to align our employees under one mission and improve coordination amongst Chancery departments, parishes and schools, thus enabling all recipients to be informed representatives of the Diocese of San José.

The Diocesan eBulletin should be considered as only one aspect of an overall public communications plan for a Diocesan event or initiative. We strongly recommend that you contact the Office of Communications for a communication strategy consultation at communications@dsj.org at least four weeks before your event or initiative launch.

Distribution

All employees with a DSJ email will receive the Diocesan eBulletin every Monday by 3:00 p.m. That includes Chancery, parish, school and cemetery staff. Volunteers do not receive the eBulletin.

Submission Deadline

Every Friday by 12 p.m. (noon)

Acceptable Announcement Submissions

- Updates from the Bishop
- Employee procedures, policies, health benefits, trainings, or other important announcements
- Updates, information, and training from Chancery departments to support the ministry of our parishes and schools
- Sensitive information intended for a specific group is **not** fit for the bulletin and should be sent to the group in a different medium.

Acceptable Event Submissions

- The event must be related to the practice of the Catholic faith and hosted or sponsored by a parish, a school, or a Catholic institution in good standing with the Diocese of San José. Regional events or events in neighboring dioceses may be considered.
- The event is open to anyone in the Diocese and is not exclusive to one parish, school, or a closed group that requires membership.
- The event is not common throughout most parishes, e.g., Holy Day Masses, Rosaries, Stations of the Cross, Soup Suppers, Bible Studies, etc.



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Submitting 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.
- Follow copyright laws – Diocesan employees should ensure that they have permission to utilize copyrighted material (images, graphics and text) before submitting content.
- Approved submissions will appear no more than two weeks in a row; please do not submit the same notice more than once per month.
- Submission in no way guarantees publication of content in the eBulletin.
- Please use this form <https://www.dsj.org/make-an-announcement/> to submit content.

Editing Submitted Content

- Submissions are subject to editing by the editors and corrections by the proofreaders prior to being published in the eBulletin.
- 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.
- If you submit information to the eBulletin, you will receive a TEST eBulletin email on Monday morning. You will have until noon on Monday to send us feedback so we can make any necessary changes.

If you have any questions about these guidelines, please contact communications@dsj.org