June 2018

Dear Ministry Leader,

Our ministries are the life blood of our faith community—so we want to first thank you for volunteering your time and talent to lead one of the vibrant ministries here at St. James!

As ministry leaders, you wear a lot of hats and there is a lot of information to know and a multitude of guidelines and policies to remember. It is our hope that this Ministry Leader Handbook will help you lead your ministry and work hand in hand with the parish staff.

The St. James staff is here to support you as you carry out the work of your ministry. We are here to guide you through best practices as it pertains to parish policies and procedures and assist you as needed.

This is a very exciting time for St James as we move into renovation and construction. There are many moving parts and plenty of surprises. We are grateful for your patience and understanding as we continue to grow in service to our Lord.

Again, thank you for all you do. This parish would not be where it is without the selfless commitment of our generous parish volunteer community! Should you have a question that is not answered in this handbook, please do not hesitate to contact the parish office or members of the parish commission in which your ministry is assigned, so we can assist you in any way possible.

With warmest regards,

St. James Parish Staff and Parish Pastoral Council (PPC)
The parish staff provides support to help you carry out your ministry work. The following is a list parish staff contacts who may serve you.

## Saint James Parish Staff Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Person</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulletin</td>
<td>Carol Desmond (Comm. Director)</td>
<td>224-345-7207</td>
<td><a href="mailto:cdesmond@stjamesah.org">cdesmond@stjamesah.org</a></td>
</tr>
<tr>
<td>Communication</td>
<td>Carol Desmond (Comm. Director)</td>
<td>224-345-7207</td>
<td><a href="mailto:cdesmond@stjamesah.org">cdesmond@stjamesah.org</a></td>
</tr>
<tr>
<td>Copies</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Church Renovation</td>
<td>Deb Bolash (Facilities Manager)</td>
<td>224-345-7212</td>
<td><a href="mailto:dbolash@stjamesah.org">dbolash@stjamesah.org</a></td>
</tr>
<tr>
<td>Email Blast</td>
<td>Carol Desmond (Comm. Director)</td>
<td>224-345-7207</td>
<td><a href="mailto:cdesmond@stjamesah.org">cdesmond@stjamesah.org</a></td>
</tr>
<tr>
<td>Event Expenditures</td>
<td>Barbara Krawczyk (Business Office)</td>
<td>224-345-7239</td>
<td><a href="mailto:bkrawczyk@stjamesah.org">bkrawczyk@stjamesah.org</a></td>
</tr>
<tr>
<td>Finance</td>
<td>Barbara Krawczyk (Business Office)</td>
<td>224-345-7239</td>
<td><a href="mailto:bkrawczyk@stjamesah.org">bkrawczyk@stjamesah.org</a></td>
</tr>
<tr>
<td>Fundraising</td>
<td>Mary Lederer (Development Director)</td>
<td>224-345-7203</td>
<td><a href="mailto:mlederer@stjamesah.org">mlederer@stjamesah.org</a></td>
</tr>
<tr>
<td>Gathering Space Tables</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Ice</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Insurance</td>
<td>Barbara Krawczyk (Business Office)</td>
<td>224-345-7239</td>
<td><a href="mailto:bkrawczyk@stjamesah.org">bkrawczyk@stjamesah.org</a></td>
</tr>
<tr>
<td>Keys/Swipe</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Liquor License</td>
<td>Barbara Krawczyk (Business Office)</td>
<td>224-345-7239</td>
<td><a href="mailto:bkrawczyk@stjamesah.org">bkrawczyk@stjamesah.org</a></td>
</tr>
<tr>
<td>Maintenance</td>
<td>Deb Bolash (Facilities Manager)</td>
<td>224-345-7212</td>
<td><a href="mailto:dbolash@stjamesah.org">dbolash@stjamesah.org</a></td>
</tr>
<tr>
<td>Mass Announcements</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Meeting Room Space</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Ministry Budget</td>
<td>Barbara Krawczyk (Business Office)</td>
<td>224-345-7239</td>
<td><a href="mailto:bkrawczyk@stjamesah.org">bkrawczyk@stjamesah.org</a></td>
</tr>
<tr>
<td>Portable Microphone Use</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Religious Education</td>
<td>Carrie Conley/Rebecca Linscott</td>
<td>224-345-7200</td>
<td><a href="mailto:stjamesRE@stjamesah.org">stjamesRE@stjamesah.org</a></td>
</tr>
<tr>
<td>Room Set Up Request</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Social Media</td>
<td>Carol Desmond (Comm. Director)</td>
<td>224-345-7207</td>
<td><a href="mailto:cdesmond@stjamesah.org">cdesmond@stjamesah.org</a></td>
</tr>
<tr>
<td>Sound Requests</td>
<td>John Towner (Music Ministry)</td>
<td>224-558-1674</td>
<td><a href="mailto:jtdowner1129@comcast.net">jtdowner1129@comcast.net</a></td>
</tr>
<tr>
<td>St James School</td>
<td>Judy Pappas (principal)</td>
<td>224-345-7150</td>
<td><a href="mailto:jpappas@stjameschoolah.org">jpappas@stjameschoolah.org</a></td>
</tr>
<tr>
<td>Tax Exempt Letter</td>
<td>Barbara Krawczyk (Business Office)</td>
<td>224-345-7239</td>
<td><a href="mailto:bkrawczyk@stjamesah.org">bkrawczyk@stjamesah.org</a></td>
</tr>
<tr>
<td>Video/DVD/Cart Use</td>
<td>Liz Czajkowski (Office Manager)</td>
<td>224-345-7205</td>
<td><a href="mailto:parishoffice@stjamesah.org">parishoffice@stjamesah.org</a></td>
</tr>
<tr>
<td>Virtus Training</td>
<td>Barbara Krawczyk (Business Office)</td>
<td>224-345-7239</td>
<td><a href="mailto:bkrawczyk@stjamesah.org">bkrawczyk@stjamesah.org</a></td>
</tr>
<tr>
<td>Website Postings</td>
<td>Carol Desmond (Comm. Director)</td>
<td>224-345-7207</td>
<td><a href="mailto:cdesmond@stjamesah.org">cdesmond@stjamesah.org</a></td>
</tr>
</tbody>
</table>
**BULLETIN/ WEBSITE/SOCIAL MEDIA FOR PUBLICITY**
Publicity is an important ingredient for the success of a program, event or ministry. There are four primary ways to publicize events and new ministries here at St. James:

- The St. James Website
- St. James Social Media Channels (Facebook & Twitter)
- The weekly Parish Bulletin
- The Video Message Board in the Parish Center Gathering Space

The submission process for the parish bulletin, website and social media is the same. Please first consult the St. James Publicity Toolkit for details and then complete the marketing request form. These resources can be found on the St. James website:

- St. James Marketing Request: [http://www.stjamesah.org/marketingrequest/](http://www.stjamesah.org/marketingrequest/)

**Note:** Any submissions for the bulletin are due in a print-ready format 12 days prior to the date you wish to see the information in print. *(For example, if you want your information to appear the bulletin for the weekend of Feb. 25, you must send in print-ready material no later than Tues., Feb. 13.)*

For questions, please contact the communications director (cdesmond@stjamesah.org).

**CALENDAR AND ROOM RESERVATIONS PROCESS**
The overall calendar is set on an annual basis in early June. We work on a July-to-July calendar. Each April, a calendar planning email is sent to ministry leaders so as they can anticipate the next year’s ministry meetings and required parish space requirements.

Ministry leaders are sent an email and link to forms and instructions that are posted on the St. James website. For each room request, you will be asked for date/time/room preference/# of people/equipment needs (e.g., projector). *(For details on rooms, see “St. James Facilities Overview 2018-2019” below.) You submit your request and the parish office puts together an overall parish calendar. Space requests need to be approved by the parish office **before** you share it with others.

During construction, meeting space for the next year will be very limited. We are asking all ministries to think, “out of the box,” and look at alternative meeting spaces during church renovation/construction.

St. James understands that certain ministries cannot plan months in advance for their ministry needs. Therefore, we do take room reservations all year, but we ask that requests be made with as much notice as possible. We will do our best to accommodate your request.
To reserve a room during the year:
- Please email your request to parishoffice@stjamesah.org with the following information:
  - Meeting/Event Date
  - Time
  - Number of attendees
  - Room preference (For details on rooms, see “St. James Facilities Overview 2018-2019” below.)
  - Equipment needs (e.g., to view video/slide shows/movies)

**COPIES**
The parish office is available for ministry copies in small quantities (100 copies or less). The parish does have other resources for large volume copying (more than 100 copies). Please contact our office manager (parishoffice@stjamesah.org) for any copying jobs your ministry may need.

**CLEANUP AFTER MEETINGS AND EVENTS**
Each of our facilities at St. James serve to build a strong faithful community. As such, we want to ensure that all facilities are clean and organized after each meeting/event. All groups using St. James facilities are required to clean up after their meeting/event; this includes returning the space to the way it was prior to their use.

**EMAIL BLAST**
Communication is important to any organization. Currently, the parish office sends out a monthly email blast highlighting events for the month. This email blast goes to all ministry leaders and parishioners that have given their current email address to the parish office. Please contact our communication director (cdesmond@stjamesah.org) should you like something included in our monthly email blast.

**FINANCE**
Many times ministries involve the handling of money. The Archdiocese has guidelines for best practices when it comes to a parish. We kindly ask that before you sign any documents/contracts or buy/pay/collect money for any type of ministry event, that you please contact our business office (bkrawczyk@stjamesah.org). We also kindly ask all ministry treasurers to schedule a face to face meeting with business office on an annual basis.

**Our business office will work with you in the following business/finance areas:**
- Creating online payment for ministry events
- Creating order forms/and collecting money for an event
• Cash boxes for ministry events
• Expense reimbursement
• Check request procedures
• Vendor payment
• Event/Vendor contracts
• Liquor license
• Insurance for event
• Ministry budget and accounting process
• Use of Parish Tax Exempt Letter

FORMS
The forms that are requested most often can be found on our parish website:
http://www.stjamesah.org/forms/

GATHERING SPACE TABLE RESERVATIONS
The Gathering Space in the Parish Center has tables that are used by ministries during weekend masses. Please contact our office manager (parishoffice@stjamesah.org) should your ministry like to reserve a table in the Gathering Space.

ICE
St. James has an ice machine located in the Parish Center Kitchen. Please contact our office manager (parishoffice@stjamesah.org) if you need ice for your ministry event.

INSURANCE
Some ministry events do require Proof of Insurance (e.g., usually larger events). To inquire whether your ministry event will need Proof of Insurance, please contact our business office (bkrawczyk@stjamesah.org).

LIQUOR LICENSE/SERVING LIQUOR
Some ministry events require an Illinois Liquor License. If you plan to sell alcohol at your event, please contact the business office (bkrawczyk@stjamesah.org) no later than a month prior to your ministry event for guidelines and rules for an Illinois Liquor License. If you are serving liquor at your event, please contact the office manager.

LINENS
In an effort to be green, St James has purchased table linens. The linens are round and rectangular. We have a set amount of each. The linens are available for smaller events. The size, shape, color and number of linens are described on our “Facilities Overview” that is at the end of this document. We do ask that any ministry using the linens please take them home at the end of their event, wash and fold the linens and return them to the parish office in a timely manner.
CAMPUS MAP:
Please follow link below to see a map of our Current campus.
http://www.stjamesah.org/newcomers/virtual-tour/

MASS ANNOUNCEMENTS
There is limited amount of time for podium announcements at weekend masses. Please contact our office manager (parishoffice@stjamesah.org) if you would like a short announcement read before weekend masses. We ask that announcements be a short paragraph that is no longer than 20 seconds. Please email your announcement request no later than 5 days prior to the weekend you would like it announced.

PARISH OFFICE MAILBOXES
All parish staff and some ministries have mailboxes in our parish office. If your ministry has a mailbox, we ask that you check that mailbox on a weekly basis. If your ministry is in need of a mailbox please contact our office manager (parishoffice@stjamesah.org).

PROJECTION SCREEN/CURTAIN
St. James has several options for viewing video/slide shows/movies. It is best to reserve the screen at the time you reserve your meeting/event space. Options are different depending on the location of your meeting or event. Please contact our office manager (parishoffice@stjamesah.org) should your meeting/event require a viewing screen.

ROOM KEYS/ SWIPES/BUILDING ACCESS
The St. James School, Parish Office, Parish Center, Chapel, and School Library are all located in the west side building. The west side campus has a computerized door security system for all exterior entrances. Depending on the time and location of your event, event leaders may need to obtain a swipe card (“swipes”) and check out room keys from our parish office.

• To obtain a swipe card please contact the office manager one week prior to your event at parishoffice@stjamesah.org.

• Please include the following information in your email:
  o Name, date and time of event.
  o Doors used for event (e.g., Parish Center/west doors)
    ▪ Swipes are usually requested for gaining entrance to the through the west side Parish Center doors.
  o Times that the event leaders will need access (e.g., 5 p.m. – 11 p.m.)
  o Name of the person who will be picking up the swipe in the parish office.
• Once our office manager has received your request, she will email you to let you know if swipes/keys are necessary for your event.
• You can pick up your swipes and keys at the front desk on the day of your event. A contract will need to be signed that should the swipe be lost or not returned, the ministry or person will pay the parish $25/swipe.
• Once the meeting/event is over, we kindly ask that you drop the key off at the parish office.
  o If your meeting is over after the parish office is closed, please drop the keys in the black key box located on the outside wall to the left of the parish office door.

REQUEST FOR SET-UP FORM
When a ministry event or meeting needs a special room arrangement, you need to submit a “Request for Set-Up Form” so the room is arranged the way you would like.
  • Please see below in this handbook for a sample “Request for Set-Up Form.” This form can also be found on our parish website: http://www.stjamesah.org/forms/
  • Please keep in mind as you plan your event, that each room/space at St. James has a certain number of tables/chairs for that particular space. (For details, see “St. James Facilities Overview 2018-2019” at the end of the handbook.)

Please return the “Request for Set-Up Form” no later than one week prior to your event. Your completed form can be emailed to parishoffice@stjamesah.org or returned to the parish office: Attention: Maintenance.

SOUND AND SOUND SYSTEM REQUESTS
The music department of St. James will be glad to help you with most sound and sound system requests and needs. Please know that due to the delicate nature and cost of the equipment, certain requests might not be possible. However, we will do our best to accommodate you.
  • Requests for sound should be made two weeks prior to your event.
  • Requests should be directed to John Towner or Tam Conseur, music ministry director:
    o John Towner: jtowner1129@comcast.net or 224-558-1674
    o Tam Conseur: tconseur@stjamesah.org or 224-345-7204

TAX EXEMPT LETTER AND NUMBER
If you will be purchasing items for your ministry or ministry event, please contact the business office (bkrawczyk@stjamesah.org) for a tax exempt letter and number. Please note that St. James does not reimburse any group/individual for tax.
VIDEO/DVD CART
St. James has a video/DVD/slide projector cart. The cart is available for events in the Parish Center/School Library/all meeting rooms in the parish office. Please contact our office manager (parishoffice@stjamesah.org) to reserve the video cart for your meeting/event. Video cart reservations should be made at least one week prior to your event/meeting. (Step by step instructions will be on the cart and available in September 2018.)

VIRTUS TRAINING GUIDELINES FOR VOLUNTEERS
All volunteers of St. James need to complete VIRTUS training and a background check. This is especially important if your ministry involves or comes in contact with children. This even applies if your ministry meeting space is in close proximity with other meetings that include children. Please contact our business office (bkrawczyk@stjamesah.org) to ensure that all ministry volunteers comply with Archdiocese Protecting God’s Children guidelines.

VIRTUS TRAINING: If you need to be VIRTUS trained please contact our school nurses for the schedule of upcoming VIRTUS classes. nurse@stjamesschoolah.org

WEBSITE/SOCIAL MEDIA
Should your ministry want to advertise or post an announcement on the parish website, Facebook or Twitter, please consult the St. James Publicity Toolkit for details and then complete the marketing request form. These resources can be found on the St. James website:

- St. James Marketing Request: http://www.stjamesah.org/marketingrequest/

If you have any questions, please contact our communication director (cdesmond@stjamesah.org).

APPENDIX
The following pages are forms and guidelines meant to help you in ministry:

- Request for Set-Up Form
- St James Facilities room/capacity overview
- St James Event Timeline and check list
- St James Publicity toolkit
REQUEST FOR SET UP

Event Name: ___________________________________________________

Date of Event: _______________ Repeat Event? ______ Y ______ N

If yes: dates where set up applies____________________________________

Time Event Begins: _____________ Time Set up is needed:_______________

The following setup is needed for: _________________________________(room)

______ Portable Microphone (Please contact Liz at parishoffice@stjamesah.org)

Use other side for a diagram of room if needed.

__________ Number of Garbage Cans           __________ Number Bags of ICE

__________ Number of Tables                  _________ Number of Chairs

Requested by: _____________________________ Phone: __________________

Organization: _____________________________ Email: __________________
St. James Facilities Room/Capacity Overview 2018-2019

For your convenience, we have listed the rooms that are available for use during the 2018-2019 calendar year.

<table>
<thead>
<tr>
<th>St. James School</th>
<th>Room</th>
<th>Capacity</th>
<th>Table Type</th>
<th># of Tables</th>
<th># of Chairs</th>
<th>Notations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapel</td>
<td>36</td>
<td>None</td>
<td>Chair/kneelers</td>
<td>36</td>
<td>N/A</td>
<td>N/A during school hours</td>
</tr>
<tr>
<td>School cafeteria</td>
<td>200</td>
<td>Rectangular bench tables</td>
<td>18/14</td>
<td>160</td>
<td>Sink and counter space: Room N/A during school hours</td>
<td></td>
</tr>
<tr>
<td>Parish Center</td>
<td>900</td>
<td>Rectangular</td>
<td>60</td>
<td>850</td>
<td>Stage, piano Room N/A during school hours</td>
<td></td>
</tr>
<tr>
<td>School Library</td>
<td>70</td>
<td>square</td>
<td>8</td>
<td>50</td>
<td>Piano, whiteboard, video</td>
<td></td>
</tr>
<tr>
<td>Music Room</td>
<td>30</td>
<td>NONE</td>
<td>NONE</td>
<td>30</td>
<td>Piano Room N/A during school hours</td>
<td></td>
</tr>
<tr>
<td>Jr high Classroom</td>
<td>25</td>
<td>School desks</td>
<td>25</td>
<td>25</td>
<td>Room N/A during School hours</td>
<td></td>
</tr>
<tr>
<td>SJS Teachers lounge</td>
<td>45</td>
<td>Rounds</td>
<td>8</td>
<td>45</td>
<td>Room N/A during School hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>St. James Parish Office</th>
<th>Room</th>
<th>Capacity</th>
<th>Table Type</th>
<th># of Tables</th>
<th># of Chairs</th>
<th>Notations</th>
</tr>
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<tbody>
<tr>
<td>O’Brien Room</td>
<td>60-70</td>
<td>Rounds</td>
<td>10</td>
<td>70</td>
<td>Piano, elevator, Small kitchen attached</td>
<td></td>
</tr>
<tr>
<td>Boardroom</td>
<td>20-25</td>
<td>Large rectangular</td>
<td>1</td>
<td>20-25</td>
<td>1st floor of parish office</td>
<td></td>
</tr>
<tr>
<td>Conf room 1</td>
<td>8-10</td>
<td>oval</td>
<td>1</td>
<td>8-10</td>
<td>1st floor of parish office</td>
<td></td>
</tr>
<tr>
<td>Resource Room</td>
<td>8-10</td>
<td>Oval</td>
<td>1</td>
<td>8-10</td>
<td>1st floor of parish office</td>
<td></td>
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<table>
<thead>
<tr>
<th>St James Table Linens</th>
<th>Shape</th>
<th>Size</th>
<th>Color</th>
<th>Quantity</th>
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<td>White</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Rectangle</td>
<td>120”</td>
<td>White</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Rectangle</td>
<td>120</td>
<td>Cream</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Rectangle</td>
<td>120</td>
<td>Black</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
St. James Event Planning Timeline/Check List

When having a large event or meeting at St. James, there is a long list of “to-dos.” St. James has put together the following timeline/checklist to help you plan your upcoming event. The items all include communication with St. James staff.

6 month prior
- Reserve date/space/time with our office manager.
  - Remember to include time needed to set up/clean up
- If needed, reserve Gathering space tables with our office manager for ticket sales.

2 months prior
- Contact our communications manager for event advertising in bulletin and website.
- Contact the St. James School/ Religious Education/ Youth Ministry for advertising with St. James families.
- Contact our business office for all event liquor license/insurance/money collection best practices.

1 month prior
- Contact John Towner for any sound request.

2 weeks prior
- Submit “Room Set Up Form” to St. James maintenance for table/chairs/garbage can set up.
- Contact our office manager for swipe/key/door time information.
- Contact our business manager to arrange cash box and money collection setup.
- Contact our office manager to coordinate times for drop off and set up of event items.

1 week prior
- Email door time/swipe time requests to our office manager.
- Confirm set up and access time for event space.
  - During the school year, confirm setup time with the St. James principal for Parish Center events.

Day of Event
- Stop in the parish office to pick up keys/swipes, etc.
- Set Up.
- Party.
- Clean Up.

Day after event
- Return keys/swipes to the parish office.
- Contact our business manager for event money/expense best practices.
ST JAMES PARISH PUBLICITY TOOLKIT

Publicity is an important ingredient for the success of a program, event or ministry. There are four primary ways to publicize events and new ministries here at St. James:

- The weekly Parish Bulletin
- The St. James Website
- St. James Social Media Channels (Facebook & Twitter)
- The Video Message Board in the Parish Center Gathering Space

This publicity toolkit outlines the guidelines for submitting information for these channels.

PARISH BULLETIN

The weekly bulletin is a comprehensive source for news about St. James and a great way to publicize your ministry, program or event.

**Deadline**

Submissions for the bulletin are due in the Parish Office 12 days prior to the date you wish to see your information in the bulletin. Please keep this deadline in mind when preparing upcoming ads or information. **We are unable to accept late submissions.** In order to ensure that your information is printed on time, please plan ahead and be sure to send your submission on the date it is due.

We often get the question, “Can't you just squeeze it in?” The bulletin is arranged each week according to our “Parish Commissions” – for example, Spiritual Life, Human Concerns, Catholic Formation and Parish Life – and that's how our layout is prepared, using the **on-time submissions** we receive. If you miss the deadline, we can only assume that are not submitting anything and your space will be given away.

Copy-ready materials for the bulletin should be submitted via email to cdesmond@stjamesah.org. If you aren't sure about your deadline or you have any questions, please call Carol Desmond at 224-345-7207 for clarification, and to be sure your information will definitely appear in our parish publication.

**Formatting guidelines**

All submissions must be **copy-ready**, in other words, anything submitted should be ready to be included in the bulletin as-is. You are responsible for putting your text/photo pages together, and for the design of your submission – i.e., style, graphics, etc.

Please send your page or submission in a pdf version, so it can be placed directly in the bulletin in the form and style you have prepared. **Please be sure your original submission is correct.** If you are sending text only in a Word document, please be sure to check spelling before sending. If you are including a photo to go along with the Word text, please send as a .jpeg. If you have a word file, we will can be convert to file to the correct format.

**Revisions:** While occasional revisions may be necessary in special circumstances, be aware that what you send is what will be printed in the bulletin. Please check your submission carefully, so multiple revisions are not required, as that can interfere with the printing deadline, and cause your submission to be late.

**A note about copyrights.** Even though we are a Church, i.e., not-for-profit, we are still bound by copyright laws. Our Archdiocese has established specific guidelines in order to avoid legal liability or having to pay for unauthorized use of material. **As a general rule, you should not print for public distribution any poem, story, photograph or other artistic work, or even a part of it, without obtaining permission from the author.** “Giving credit” to the copyright owner does not excuse the need to obtain permission to reprint the item. If you are quoting from the BIBLE, most versions of Catholic Bibles are copyrighted. Please check the copyright policy for the Bible you are referencing. When sending your submission, please also send the source of any copyrighted material and the email you received that grants permission to reprint, for our files, which I keep for our protection.
PARISH WEBSITE AND SOCIAL MEDIA

St. James also shares news about events and new programs and ministries on the parish website, www.stjames.org, and via the parish Facebook and Twitter accounts (https://www.facebook.com/stjamesah/ https://twitter.com/StJamesParishAH)

When preparing submission for the bulletin, please also be sure to send the information to the website administrators. You can do this by clicking on the “Website Submissions” link located at the bottom left of the St. James homepage and creating a “ticket.” Every submission request is assigned a unique ticket number, which you can use to track progress and responses online. A valid email address is required to submit a ticket.

The form also can be used to request that information be posted to the parish Facebook and Twitter accounts. We recommend keeping Facebook posts to 140 characters because they are sent directly to Twitter, which has a 140-character limit.

PARISH WEBSITE AND SOCIAL MEDIA EXAMPLES

Here is an example of the different elements to be submitted via a website ticket for the Website Events calendar, Facebook, & Twitter.

Date: 04/19/20xx
Event Name: Catholicism 201
Event Location: School Cafeteria
Event Description: Learn more about your Catholic faith with DVD & Discussions
Event contact person: Person to call for questions or ministry hosting event

Event website links: (i.e. Signup Genius, links to webpage for more information)
Event files attached: PDF, WORD DOC, or JPEG formats used for all media type. JPEG file type is use for pictures

Example Event jpeg (poster, ad for bulletin) – All advertisements/articles need to be half page size for the bulletin. St James uses the bulletin as a worship aid (contains 5 pages of music) and the space is limited with so many activities and events.

Need Jpeg format to post on website and Facebook.

Make sure these files are the FINAL copy and proofed because the submitted files cannot be edited and as soon as we receive them they will get posted and inserted into the communication channels.