

## CCLC Communications

### **Weekend Mass Announcements:**

Both parishes: Please make your announcement clear and concise as the announcement list can be very lengthy.

St. Vincent: Submit by Friday mornings to [parish@svsbedford.org](mailto:parish@svsbedford.org).

St. Mary: Submit by 3pm of the Thursday to [stmarysmitchell294@gmail.com](mailto:stmarysmitchell294@gmail.com).

### **Bulletin Announcements:**

Both parishes: Submit by 8pm on Monday to [bulletin@svsbedford.org](mailto:bulletin@svsbedford.org) unless otherwise noted in the bulletin. The schedule varies for November and December bulletins as required by the company printing the bulletin. The email subject line should show the week the announcement should be printed. When sending pictures .jpg files work best; Word documents provide unformatted text for use. Make sure information is complete with event date, time, and location; provide contact information when appropriate.

St. Vincent: Inserts for the bulletin need to be in the office by Thursday mornings. Help is appreciated to stuff bulletin inserts. Bulletins usually arrive sometime Thursday afternoons (occasionally Friday mornings).

St. Mary: Bulletin submissions may be sent to the office by Thursday at 3 pm the week before the Monday submission listed above. Flyers/inserts in the bulletin need to be emailed or delivered to the office by 4pm Wednesday. Assistance in stuffing the bulletins is appreciated and should be coordinated with Joyce to make sure the bulletins have arrived and the office is open.

### **Flocknotes Announcements:**

Both parishes: Submit an announcement via email to [flocknotes@svsbedford.org](mailto:flocknotes@svsbedford.org) or by text to 317-409-2197. Please provide 24-hour notice when possible. Make sure your information is complete with event date, time, and location.

You can setup a Flocknote group to send messages to your volunteers/team at any time. You have control of the group list to add or subtract members as needed. Call Amy Miskuf for assistance in setting up your group.

### **YourCCLC.org Website Submissions:**

Both parishes: Submit files in .PDF format to [cclcweb@svsbedford.org](mailto:cclcweb@svsbedford.org). Bulletin flyers/inserts can be uploaded to the site for those people who read the digital bulletin. Events to be posted must be sponsored by St. Mary's Parish, St. Vincent de Paul Parish, St. Vincent de Paul School, or the Archdiocese of Indianapolis. The site is normally updated by midway to the end of each week.

### **Catholic Community of Lawrence County Facebook Page**

The CCLC Facebook page has 5 editors who are authorized to post – Father Jegan, Deacon Tom Scarlett, John Marshek, Trish Staggs, and Dale Platteter. The page is used to stream and archive video content. Each month, the third Sunday weekend masses are live streamed for both St. Mary's and St. Vincent's.

Requests to post to the Facebook page should be sent to [parish@svsbedford.org](mailto:parish@svsbedford.org) and will be reviewed before posting.

### **Catholic Community of Lawrence County YouTube Channel**

The CCLC YouTube channel, @catholiclawrencecounty, "mirrors" the video content of the CCLC Facebook page. YouTube allows people to stream video using their smart TVs, as many shut-ins do have computers. Dale Platteter is the editor for the YouTube channel.

### **Homebound Newsletter**

The CCLC Homebound Newsletter is published each month. Print copies are available in the parish offices for distribution to the homebound parishioners. The newsletter is also posted to YourCCLC.org website.

Any articles, poems, jokes, cartoons, or prayers may be submitted to [Deacon@svsbedford.org](mailto:Deacon@svsbedford.org) for review.

\*If any information in this document needs to be updated, please email [CCLCweb@svsbedford.org](mailto:CCLCweb@svsbedford.org)