

# Communication Plan



# Monthly Template Example

Audience	Message Type	Message(s)	Media	Date	Day of Week	Timing	Ownership	Status
All Parishioners	Message from the Pastor	<p>“My dear fellow parishioners, I pray this finds you well. Happy summer!</p> <p>In our gospel this weekend Jesus is traveling with his disciples when a storm comes up. They are afraid. Jesus wakes, calms the storm and asks them why they are afraid, do they not yet have faith? What a great reminder for the disciples and for us! Regardless of whether our life is in the midst of a violent storm of chaos or in a very peaceful state, practicing faith is important.</p> <p>The practice of our faith through daily prayer, reading the Bible, participating in Sunday Mass and praying the Rosary are tools we can use to keep us on track regardless of the season. I recently spoke with a parishioner who suffered the loss of a family member. I ask...”</p>	Bulletin	Reoccurring	Sunday	N/A	Pastor/Communication Coordinator	Complete
	Save the Date	“Please join our parish in celebrating the arrival of our new priest...”	Website	July 8	Monday	Live on website at 10am, post	Communication Coordinator	In Progress
	Parish Newsletter	<i>See files for newsletter attachment</i>	Newsletter	Reoccurring	Wednesday	12:00pm	Communication Coordinator	In Progress
	Weekly Parish Update	“At the start of the month, our parish was honored to have the opportunity to collaborate with our local city council to...”	Instagram Story	Reoccurring	Thursday	5:00pm	Communication Coordinator	In Progress
Youth & Young Adults	YYA Event Notice	“On Thursday, the YYA Ministry will be holding its annual...”	Instagram Post	July 11	Tuesday	12:00pm	Youth and Young Adult Coordinator	Complete
Senior Citizens	Biweekly Group Meeting Update	“The summer season is in full swing and so are our meetings here at...”	Facebook	Reoccurring	Monday	11:00am	Communication Coordinator	In Progress
			Bulletin	July 14	Sunday	N/A	Communication Coordinator	Not Drafted
Expecting Moms	Mother’s Ministry Diaper Drive	“Join us Thursday, July 18th in the parish hall for our July Diaper Drive!...”	Instagram Story	July 16	Tuesday	12:00pm	Mother’s Ministry/Communication Coordinator	In Progress
	Mother’s Ministry Bimonthly Meeting	“The Mother’s Ministry will be meeting every other Monday in the main pastoral building on campus...”	Bulletin	Reoccurring	Sunday	N/A	Mother’s Ministry/Communication Coordinator	Not Drafted
Those in Need	Food Drive Weekly Message	“Please consider volunteering at our weekly drive-thru food distribution service to help assemble bags this upcoming week...”	Instagram Post	July 18	Saturday	12:00pm	Christian Service Ministry/Communication Coordinator	Not Drafted
		“Our weekly drive-thru food distribution service needs volunteers of any age to help assemble bags this upcoming week...”	Bulletin	Reoccurring	Sunday	N/A	Christian Service Ministry	Not Drafted
Those Receiving/Seeking Sacraments	Reconciliation Time Reminder	“For those who wish to receive this sacrament during other times of the year, priests are available in the church on a daily basis, Monday through Friday, after the 8:30am Mass.”	Bulletin	Reoccurring	Sunday	N/A	Ministry Center/Communication Coordinator	In Progress
	Confirmation Announcement	“Mark your calendars! Registration for next year’s confirmation will begin August 1st.”	Instagram Story	July 3	Wednesday	3:00pm	Ministry Center/Communication Coordinator	Complete
	Matrimony Course Prep	“We are pleased to offer new marriage prep course to engaged couples. Please call the Parish Office for information. Six months advance notice is required. Marriage preparation is available in English or Spanish.”	Bulletin	July 21	Sunday	N/A	Ministry Center/Communication Coordinator	In Progress
	Faith Formation for Children and Teens	“It’s time to register for Faith Formation classes 2024-2025— First Communion, Post Communion, Junior High, and Confirmation. Register online at...”	Facebook	July 26	Friday	5:00pm	Ministry Center/Communication Coordinator	In Progress
Parish School News	General Updates	“As we approach the fall season, we reflect on the progress we made as a parish and school in the first half of the year...”	Bulletin	July 6	Sunday	N/A	Parish School/Communication Coordinator	Complete