

Notre Dame of Mt. Carmel  
CEDAR KNOLLS, NJ

**MINISTRY COMMUNICATIONS PROCEDURES**

To ensure all your ministry needs are met,  
we ask that you follow the procedures outlined  
below:



**WHO:**

Email event-related information to:

**commsupport@ndcarmel.com**

Please provide :

- 1. Date**
- 2. Start time & End time**
- 3. Number of attendees**
- 4. Location needs** (e.g. Parish Hall, Resource Room, classroom, Church, Chapel, etc.)
- 5. Set-up requirements** (e.g. tables, chairs, projector, screen, use of the kitchen, etc.)
- 6. Other special requirements** (e.g. need for priest(s), deacon(s) or special speakers to attend/participate, support from other ministries – music, hospitality, photography.)

We will email you confirmation of the arrangements or alert you of any scheduling issues/conflicts if any should arise.

## WHAT IS A PARISH EVENT?



Any gathering on our church grounds or at another location, initiated and/or organized by a parish ministry or staff and in support of our parish mission. For example:

- † Retreats
- † Pulpit Talks
- † Ministry meetings
- † Social events
- † Sacramental celebrations (baptism, 1<sup>st</sup> communions, confirmations, weddings, funerals, etc.)
- † Special prayer services (Novena, Stations of the Cross...)
- † Rehearsals (weddings, music, for special events, etc.)
- † Classes and/or trainings
- † Faith-sharing groups
- † Celebrations, special acknowledgements and/or “blessings” which take place during a given Mass (Antioch Team Commissioning, Extraordinary Ministers’ Commissioning, May Crowning, etc.)
- † Gathering Space activity (event registrations, ministry promotional efforts, Religious Ed. registrations, etc.)
- † Spiritual gatherings and/or performances (Living Stations of the Cross, Advent Wreath & Pot Luck Supper, etc.)

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|---------------------------------------|---|
| <p><b>WHEN:</b></p>                   | <p>Alert us of your ministry’s event <b><u>as much in advance as possible</u></b>, preferably <b><u>3 months or more</u></b> beforehand. If insufficient notice is given, we cannot assure your needs will be met!</p> <p><b>*Important:</b> Major events including Cornerstone retreats, Antioch weekends, Marriage Covenant Weekend, RCIA, Catholics Returning Home, PACT, Sacramental celebrations, special retreats, as well as date-sensitive events <b><u>must</u></b> be scheduled at least <b><u>6 months in advance</u></b>.</p> |
| <p><b>ABOUT PULPIT TALKS...</b></p>   | <p>A limited number of weekends are available for pulpit talks (e.g. Cornerstone, Antioch, RCIA, Catholics Returning Home, etc.).</p> <ul style="list-style-type: none"> <li>• Schedule pulpit talks, <b><u>at least 6 months in advance!</u></b></li> <li>• Names of speakers at each mass must be submitted <b><u>two weeks</u></b> before the scheduled pulpit talks.</li> </ul>   |
| <p><b>BULLETIN BLURBS:</b></p>        | <p><b><u>At least 2 weeks in advance.</u></b> Please submit blurb in electronic format, or email us the “essence” of what you want to communicate and we will assist with the drafting of your blurb.</p>   |
| <p><b>BULLETIN FLYERS:</b></p>        | <p><b><u>At least 1 month in advance.</u></b> Please provide us, in electronic format, the essence of the content you wish to communicate and we will prepare the flyer for you.</p> <p>If you wish to prepare the flyer, please follow “header” guidelines:</p> <p style="text-align: center;"><i><u>Notre Dame of Mt. Carmel</u></i><br/>CEDAR KNOLLS, NJ</p>   |
| <p><b>ROUTINE COMMUNICATIONS:</b></p> | <ul style="list-style-type: none"> <li>♦ Do you need to strengthen your ministry’s membership?</li> <li>♦ Do you wish to thank volunteers for their support?</li> <li>♦ Would you like to share your ministry’s good works with the parish family?</li> </ul> <p>Let us know and we can help you create either a bulletin blurb or flyer, as well as tap into our website capability for communications about your ministry.</p>  |

*Bless you for all you do to build FAITH, nourish LIFE and expand LOVE at Notre Dame!*

