

St. Mary of the Annunciation Communications Request Form

If your ministry has an event, success story, or ministry-related topic you wish to share with the parish, St. Mary Communications Ministry looks forward to partnering with you to spread the good news.

Directions: Please go to the St. Mary website to complete a simple online Communications Request Form (preferred method). It can be found at: <http://stmaryfc.org/documents-forms/>.

Alternately, you may complete this paper Communications Request Form and either email a picture of it to stmotacomreg@gmail.com or turn it into the Parish Office. *All events and communications content must first be reviewed and approved by your ministry, commission leader(s), and parish staff. Each St. Mary commission has an assigned Communications Ambassador. Feel free to reach out to your Ambassador if you need assistance.*

Today's Date: _____

Name: _____ Email: _____

Phone: _____ Ministry: _____

Commission: Worship Parish Life Human Concerns Faith Formation

Type of Content: Upcoming Event Ministry Success Story Ministry Profile
 Parishioner Profile Faith Formation Resource Volunteer Recruitment Other

If an event, please indicate: Date: _____ Time: _____

Location (i.e. Narthex, Meeting Room): _____

Communications Channel Requested. Please check all that apply:

Website Ministry Page Social Media St. Mary Spotlight newsletter

Note: Bulletin submissions should be emailed to bulletin@stmota.org three weeks ahead of the publication date.

Please tell us specifically what content has been approved by your ministry and commission leader(s) that you would like communicated:

Electronic documents, graphics, and photos may be emailed to stmotacomreg@gmail.com

Please check here if you will be emailing content.

A member of the Communications Ministry will contact you within 7-10 days to determine how we can best support your ministry. Please note that content provided will be reviewed and edited prior to publication.

Thank you for sharing the good news about St. Mary of the Annunciation.