

# SJV Parish Bulletin Stuffing Policy and Guide

Thank you for your work in our parish, as either a member of a particular ministry or as a volunteer assisting with the bulletins. This Parish Bulletin Stuffing Policy & Guide has been created to assist and instruct those who are involved in parish bulletin stuffing.

The guide will contain three things:

- **A Policy For Those Interested In Having An Insert In The Bulletin**
- **A Guide for Stuffing the Bulletins**
- **A Schedule of Bulletin Stuffers\***

Please follow these instructions, and again thank you for your service.

If you have any questions regarding this Policy and Guide please contact the Parish Bulletin Stuffing Coordinator, ***Helen Ann Jaczola @ 916.366.7159***

\* The pdf version of this guide will only have a blank calendar - but a Bulletin Stuffing calendar can be accessed in the parish office, or at: <http://sjvparish.com/bulletinstuffing> - Note that the Hard Copy Calendar found in the Parish Office will always be the most up-to-date, the digital one will be updated ASAP.

## Parish Bulletin Policy and Guide

### **FOR THOSE INTERESTED IN HAVING AN INSERT IN THE BULLETIN:**

- Bulletin inserts **MUST** be approved by a parish priest.
- So that our office knows for scheduling purposes, we would ask that you seek this approval at least **2 weeks prior** to the weekend you want your insert. Once you have approval, please inform our bulletin insert coordinator so she can add you to the schedule.
- If your bulletin insert is approved, you are required to do the stuffing of bulletins for that weekend (please see page 3 for instructions for Bulletin Stuffers)
- If you have been approved for a bulletin insert, it is *your ministry's responsibility to have that bulletin insert printed on your own*. Only those who have been given express permission to use the office copier and have been granted that expense as part of their annual budget may use the office copier to make the copies of the inserts.
- **UNDER NO CIRCUMSTANCES**: Can you ask our office staff to make the copies for you - this is not their job. As the ministry making the request to stuff the bulletin, it is your responsibility to make the copies.
- If there has already been **ONE** insert approved for a particular Parish Bulletin, and you would like to also include a **SECOND** bulletin for your ministry you must observe the following:
  - Your insert **MUST** be approved by a parish priest - with the understanding that there is already one bulletin insert for that weekend. (Again at least two weeks in advance)
  - Once approved, as the second ministry requesting to add a bulletin insert, **you are responsible for coordinating with the first ministry** on who will stuff the bulletins (we recommend a joint effort, sharing the load). Please also inform our bulletin insert coordinator
- If for a rare circumstance you are only dropping off inserts and have made arrangements for someone else to stuff the bulletins, please make sure bulletin inserts are ready and dropped off in time (at the latest, **the Thursday before stuffing**) - it is a waste of time to have bulletins stuffed, only to find out there is another insert that is still to be added.

**Bulletin Insert coordinator: Helen Ann Jaczola @ 916.366.7159**

## **GUIDE FOR STUFFING THE BULLETINS:**

Thank you for your willingness to stuff bulletins, your sacrifice is a great assistance to our community. Below are the guidelines for anyone stuffing bulletins:

- 1) Confirm the date you are stuffing the bulletin (consult calendar) with our Bulletin Stuffing Coordinator:
  - Bulletins usually arrive on Thursday, but check with office
  - Stuffing can be done on Friday or Saturday morning
    - If done on Friday during office hours, just come in.
    - If done on Friday evening or Saturday morning, please make arrangements for entry into the office.
- 2) If you have agreed to stuff the bulletins you must find the people to do the stuffing - it is not the responsibility of our office staff to find you help for stuffing bulletins.
- 3) Stuff the Bulletins
  - You are responsible for stuffing the regular bulletin insert into the bulletins
    - These will come in a separate pile from the bulletins
    - Please ensure that these insert pages are inserted in the proper orientation (in the correct order and not upside down). Check page numbers
    - Any other flyers/inserts should come after the regular bulletin insert
  - If there are any additional inserts to be stuffed, you are responsible for stuffing these as well. (Usually these are your ministry's insert - but on a rare occasion there may be an additional insert from the office/pastor that we are asking you to stuff)
  - **Note:** 2 people can stuff the bulletins in 45 minutes to an hour; With 3-4 people, it can be done in half an hour.
- 4) Please leave a stack of completely stuffed bulletins (20-25) in the parish office on Linda Terra's desk.
- 5) It is your responsibility to bring the bulletins to the Sacristy. If for whatever reason you are unable to do so, please inform John Wallace 916.833.7720

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**NOTE:** You may receive a reminder earlier in the week from our Bulletin Stuffing Coordinator to remind you of your upcoming bulletin stuffing date, but it is ultimately *your responsibility* to confirm dates/times/peoples.

2019 BULLETIN STUFFERS

MO/YR	FRIDAY (or SATURDAY) (Who is Stuffing)	SUNDAY (What inserts will we have)
JAN 2019	4	6
	11	13
	18	20
	25	27
FEB 2019	1	3
	8	10
	15	17
	22	24
MAR 2019	1	3
	8	10
	15	17
	22	24
	29	31
APRIL 2019	5	7
	12	14
	19	21
	26	28

<b>MAY 2019</b>	<b>3</b>	<b>5</b>
	<b>10</b>	<b>12</b>
	<b>17</b>	<b>19</b>
	<b>24</b>	<b>26</b>
	<b>31</b>	<b>2</b>
<b>JUNE 2019</b>	<b>7</b>	<b>9</b>
	<b>14</b>	<b>16</b>
	<b>21</b>	<b>23</b>
	<b>28</b>	<b>30</b>
<b>JULY 2019</b>	<b>5</b>	<b>7</b>
	<b>12</b>	<b>14</b>
	<b>19</b>	<b>21</b>
	<b>26</b>	<b>28</b>
<b>AUG 2019</b>	<b>2</b>	<b>4</b>
	<b>9</b>	<b>11</b>
	<b>16</b>	<b>18</b>
	<b>23</b>	<b>25</b>
	<b>30</b>	<b>1</b>

<b>SEPT 2019</b>		
	<b>6</b>	<b>8</b>
	<b>13</b>	<b>15</b>
	<b>20</b>	<b>22</b>
	<b>27</b>	<b>29</b>
<b>OCT 2019</b>	<b>4</b>	<b>6</b>
	<b>11</b>	<b>13</b>
	<b>18</b>	<b>20</b>
	<b>25</b>	<b>27</b>
<b>NOV 2019</b>	<b>1</b>	<b>3</b>
	<b>8</b>	<b>10</b>
	<b>15</b>	<b>17</b>
	<b>22</b>	<b>24</b>
	<b>29</b>	<b>1</b>
<b>DEC 2019</b>	<b>6</b>	<b>8</b>
	<b>13</b>	<b>15</b>
	<b>20</b>	<b>22</b>
	<b>27</b>	<b>29</b>