



Catholic Diocese of Sandhurst

Guidelines for Submitting Bulletin Notices

The Diocese of Sandhurst offers parishes, schools, and community groups the opportunity to promote events and initiatives across all 38 parishes through weekly bulletin notices. This service helps ensure that important events, opportunities, and messages are shared widely with parish communities throughout the Diocese.

Content and Tone:

Bulletin Notices must promote ministries that support the mission and life of the Church. They must:

- reflect Catholic ethos and purpose, fostering faith, community, service, prayer or outreach
- not include any commercial or political content
- be clear, welcoming and respectful

How the Process Works

1. Submit your notice

- Complete your application by **Tuesday at 11:00 am**.
- Notices should be concise, ready for publication, and clearly include the essential details (what, when, where, who, cost, and contact).

2. Review by the Chancery

- The Chancery reviews each submission to ensure:
 - o It is appropriate for distribution in parishes
 - o In line with Catholic teaching and ethos
 - o Any Guest Speakers or organisations have appropriate approval

3. Distribution to Parishes

- Approved notices are emailed (Word attachment) to parishes every **Wednesday at 1:00 pm**.
- Parish priests and parish offices decide whether to include each notice in their local bulletin.
- Parish bulletins are distributed in print at weekend Masses and usually emailed to parishioners on Fridays or Saturdays.

4. Possible inclusion in Sandpiper e-News

- Where relevant and if time permits, notices may also be included in Sandpiper e-News, the official source of diocesan news from the Bishop and the Chancery.
- Sandpiper e-News is published on alternate **Fridays at 8:30 am** (Check Diocesan Calendar for dates.)

Important Notes

- Submissions must be received **by Tuesday, 11:00 am** to be considered for that week's distribution. Late submissions will be held over until the following week.
- The Chancery reserves the right to edit submissions for clarity, style, and length.
- Inclusion of a notice is at the discretion of each parish priest (or parish).

Submitting Your Notice

Please use the online submission form to send your notice. For further information, contact the Chancery: Telephone: (03) 5445 3600 or Email: chancery@sandhurst.catholic.org.au.

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