

# CHANCERY TO PARISH COMMUNICATIONS<sub>c</sub>

## Request form

**Deadline:** Send to [c2padmin@seattlearch.org](mailto:c2padmin@seattlearch.org) by **5 p.m. on Tuesday**.  
**The email to parishes will be sent the following Monday at 5 a.m.**

**Information:** Please supply the following information for your submission:  
Title (2-4 words that will introduce your section):

Items (a description of each item — no more than 20 words each):

**Documents:** For more information about your item, attach a PDF or doc of any flyer(s), poster(s), brochure(s), memo(s) or letter(s) to the request form email.

**Links:** If applicable, please provide a link to a specific webpage for more information.

**Highlight:** Each email will highlight four items of high importance to the most parish employees. Please explain if you think your information should have prominent placement in the Chancery to Parish email.

**Events:** To add an event to the upcoming events section, provide:  
Event title (2-4 words)

Event description (no more than 20 words).

**Posting** Start date:

**Duration:** End date:

**Contact:** Contact name:

Contact email:

Sponsoring office:

Department/agency name:

**Notes:** For more info: [c2padmin@seattlearch.org](mailto:c2padmin@seattlearch.org)  
Please add my email to the C2P list.

# New Chancery to Parish Communications Guidelines

## **What:**

Your weekly source of information from the Chancery to parishes. Replacing the Parish Financial Services (PFS) newsletter and the Chancery Weekly Mailing (CWM).

## **When:**

Mailed Mondays at 5 a.m. (except when a holiday lands on Monday).  
Deadline for submissions: Tuesday by 5 p.m. for the following Monday.

## **Who:**

Sent to all Chancery and parish staff, school staff (principals, office staff and development directors) and any who received the CWM and/or the PFS newsletter.  
Recipients will have the opportunity to opt out.

## **Why:**

- Streamline communication from the Chancery.
- Organize information for easy access.
- Reach more parish staff.

## **How to submit:**

- All submissions must be sponsored by a Chancery department.
- Highlighted spots are reserved for information important to the greatest number of parish employees.
- This link will take you to the new [intake form](#).
- Submit Tuesday by 5 p.m. for the following Monday.
- If submissions are not appropriate for C2P you will be notified.
- If you want to submit a job opening or sell something, please use the [NORTHWEST CATHOLIC classifieds](#).

## **Having problems viewing the email?**

Click on the link at the top of each email to view in your browser.

## **Easy contact:**

Each department name in the email is a link to that department's contact list.

## **Questions or comments:**

Contact [c2padmin@seattlearch.org](mailto:c2padmin@seattlearch.org).

## **Contact list:**

To make changes to the contact list, please contact [c2padmin@seattlearch.org](mailto:c2padmin@seattlearch.org).