

Parish Communication Form

Complete this form using the checkboxes and text fields provided to communicate your communication needs. Note that some communication channels do not support lengthy messages, large images, full-page flyers or PDF documents. We reserve the right to edit, shorten, or adapt materials as needed so they can be shared appropriately across parish platforms.

Indicate the parish ministry or committee submitting this message.

Holy Trinity

St. Stephen

State the name of the ministry, committee, association etc.

Provide a brief title of your announcement to help identify your message.

Write the message you would like communicated. If this is an event, please include date, time, location, and any instructions for participants.

Indicate whether you would like to review the final version of your message before it is posted.

Yes

No

Indicate the communication channel(s) you would like us to use for your message. You may select all options that apply. Check all that apply.

Bulletin

Flyer Posted

Mass Announcement

Facebook

Flocknote

Website

Determine the date or date range when you want the message to appear. For example, Bulletin Date 5/3/26, Post on Website 5-3-26 to 5-15-26 , or post the Week of May 3.

Please print this form and attach any images, flyers, or other materials you would like included, then bring it to the Parish Office. If it's easier, you may also email the form and your supporting materials to dpawlewicz@syrдио.org.