



COMMUNICATION REQUEST FORM

For Promoting a Ministry's Profile

The Communication Request Form for Promoting a Ministry's Profile gathers essential details about our ministries, including their mission, activities, and leadership. The information will be used to promote ministries through parish newsletters, social media, and the website.

Ministry Name

Ministry's Primary Contact (*Name & Phone Number*)

Ministry Leader(s) Name & Role

Ministry's Mission

Ministry Description: Briefly describe the ministry and its purpose within the parish community.

Main Activities: List the primary activities or events organized by the ministry (e.g., retreats, outreach programs, faith-sharing meetings).

Evangelization Efforts: How does your ministry evangelize and engage with the parish community and beyond?

Background: Provide a brief history of the ministry, including how it started, key milestones, and its growth over time.

Supporting Materials

- Photos or Visuals: Please attach any photos or visual materials related to the story (JPEG, PNG, or PDF format).

Please send the completed form to media@gscparish.org or drop it off at the Media Coordinator's Office.

By submitting this form, you agree to allow the Media Coordinator to make necessary changes to ensure the story is optimized for the Newsletter. These changes may include adjustments to ensure that the material is optimized for the selected media platforms, such as the bulletin, website, social media, or any other communication channels. This process ensures that your event or message is communicated effectively and professionally across all platforms, maintaining consistency with the parish's branding and communication standards.

Request submitted by:

Print Name _____
Email _____
Phone # _____
Date _____

Approved by _____ Date _____

Check Additional Forms Needing to be Submitted

____ Facility Request ____ Event Planning Request ____ Diocesan Form(s)