

ST. ALPHONSUS-ST. JOHN THE EVANGELIST PARISH COMMUNICATION PROCEDURE

GOAL: To establish a process that provides parishioners the ability to express concerns, problems and questions within the local parish community and to provide suggestions and resources to resolve these issues.

A **Communication Team** will be created with representatives from St. Alphonsus and St. John the Evangelist Pastoral Council, as well as a representative from the parish at large. Contact information for the Communication Team will be published in the weekly bulletin.

In addition, meetings with the Pastoral Council Executive Committee will be scheduled, as needed, to discuss any topics that are specifically related to a single parish. Discussions will focus on those specific issues only and, where appropriate, be brought to the council as a whole,

PROCEDURE: Parishioners who have questions, concerns or issues should:

- a. Contact a member of the Communication Team to discuss the issues. Topics that need to be brought to the Pastoral Council must be submitted on a Parish Comment Form. OR
- b. Complete a Parish Comment Form and place it in the SUGGESTION BOX at either parish. Comment Forms are available at both parishes and online on the StAlJohn.com web site. Only those items that include the name of the parishioner will be addressed. NO ANONYMOUS topics will be considered, but the identity of the parishioner will be protected if requested.
- c. Members of the Communication Team will review the issues on a weekly basis
- d. Depending on the topic/issue, the Communication Team will contact the parish member who submitted the information regarding next step(s), i.e.:
 - i. -forward to Executive Committee if topic is parish specific OR
 - ii. -forward to Pastoral Council OR
 - iii. -any/all of the above
- e. Parish priest will be made aware of all concerns
- f. Issues that cannot be resolved locally may be referred to the Archdiocese AFTER local resolution has been tried and exhausted.