



DIOCESE OF SACRAMENTO

Office of Communications

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To: Pastors, Parochial Administrators and Parish Secretaries
From: Bryan J. Visitacion, Director of Media & Communications
Date: April 20, 2020
Subject: Diocese of Sacramento 2020 Directory deadline extended to May 1

Hello.

Catholic Herald magazine staff is in the process of updating information for the Diocese of Sacramento 2020 Directory.

All parish updates will be made through an electronic form. The Directory will continue to only list the following staff: Clergy, Office/Business Manager, Religious Education, and Youth Minister.

PLEASE NOTE: *Catholic Herald* magazine staff will make any updates to clergy assignments when the Officials are announced. At this time, we ask that you confirm all other parish information to be correct at the time of submitting the form.

Using the Electronic Form

Click here: https://scd.formstack.com/forms/directory_update

Please carefully review your parish's listing from the most recent Directory (last updated March 5, 2020). You may find a copy of the parish section via a link on the electronic form.

On the form you will be asked to select your parish, and either verify your information as correct or make changes to update your listing. You may add your general parish email address and your parish website if available.

As you mark sections needed for corrections, continue to scroll down as fill-in fields will appear for you to note your corrections.

The pastor or a staff member designated by the pastor may complete the form. The form may only be submitted once per parish. The deadline to complete this form is **Friday, May 1, 2020**. If we do not receive your updated listing by this date, your listing will run as it did in the March 5, 2020 update. **If you did not respond with your updated parish information to the earlier request in March, please respond now.**

If you expect to have changes after the May 1 deadline, please note that on your response.

Your assistance in accurately updating your listing is much appreciated.

If you have questions with the form, please contact Bryan J. Visitacion at 916-733-0154 or bvisitacion@scd.org

Sincerely,

Bryan J. Visitacion
Director of Media & Communications