



## 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:** May 31, 2022  
**Subject:** Diocese of Sacramento 2022 Directory

Hello!

*Catholic Herald* magazine staff is updating information for the Diocese of Sacramento 2022 Directory. All parish updates will be made through an electronic form: [https://scd.formstack.com/forms/directory\\_update](https://scd.formstack.com/forms/directory_update)

Parish listings will only include the following staff: Clergy, Office/Business Manager, Religious Education, and Youth Minister.

**PLEASE NOTE:** *Catholic Herald* magazine staff will make updates to clergy assignments when the July 1 Official is released. We ask that you confirm all other parish information to be correct at the time of submitting the form.

Your assistance in accurately updating your listing is much appreciated.

#### Using the Electronic Form

Click here: [https://scd.formstack.com/forms/directory\\_update](https://scd.formstack.com/forms/directory_update)

Please carefully review your parish's listing from the most recent Directory (last updated April 4, 2022). You may find a copy of the parish section via a link on the electronic 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 Wednesday, June 15, 2022.** If we do not receive your updated listing by this date, your listing will run as it did in the April 4, 2022 update.

**If you expect to have changes after the June 15 deadline, please note that on your response.**

For questions regarding the form, please contact Bryan Visitacion at 916-733-0154 or [bvisitacion@scd.org](mailto:bvisitacion@scd.org).