To: Pastors, Parochial Administrators and Parish Secretaries
From: Bryan J. Visitacion, Director of Media & Communications
Date: July 25, 2022
Subject: LAST CALL - Diocese of Sacramento 2022 Directory

Hello!

Catholic Herald magazine staff is updating information for the Diocese of Sacramento 2022 Directory. **If your parish has not yet submitted changes, this is the last call for updates.** All parish updates must be turned in by Monday, August 1 through the electronic form: **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 is making updates to clergy assignments to reflect the July 1 Official. 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

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. If we do not receive your updated listing, your listing will run as it did in in the April 4, 2022 update.

For questions regarding the form, please contact Bryan Visitacion at 916-733-0154 or bvisitacion@scd.org.