



DIOCESE OF SACRAMENTO

Office of Communications

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To: Pastors, Parochial Administrators and Parish Secretaries
From: BeeJae Visitacion – Manager of New Media and Communications
Date: April 8, 2019
Subject: Last chance to update the Diocese of Sacramento 2019 Directory

Hello!

The Catholic Herald staff is in the process of updating information for the Diocese of Sacramento 2019 Directory.

As we did last year, 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: The Catholic Herald 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.

Using the Electronic Form

Click here: <https://scd.formstack.com/forms/directory2019>

Please carefully review your parish's listing from the most recent Directory (last updated February 15, 2019). 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 **extended to Monday, April 15, 2019**. If we do not receive your updated listing by this date, your listing will run as it did in the February 15, 2019 update.

Your assistance in accurately updating your listing is much appreciated. If you have questions with the form, please contact BeeJae Visitacion at 916-733-0154 or bvisitacion@scd.org

Sincerely,

BeeJae Visitacion
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