

THE MAGAZINE OF THE CATHOLIC DIOCESE OF SACRAMENTO

CATHOLIC HERALD

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To: Pastors, Parochial Administrators and Parish Secretaries
From: Julie Sly, Editor, *Catholic Herald*
Date: July 31, 2023
Subject: Diocese of Sacramento 2023/2024 Directory - Deadline Extended

Hello!

Catholic Herald magazine staff is updating information for the Diocese of Sacramento 2023/2024 Directory. All parish updates can be made through an 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 will make updates to clergy assignments reflective of 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 June 30, 2023). 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 has been extended to Monday, Aug. 7, 2023.** If we do not receive your updated listing by this date, your listing will run as it did in the June 30, 2023 update.

If you expect to have changes after the August 7 deadline, please note that on your response.

For questions or to make additional updates after submitting the form, please contact me at jsly@faithcatholic.com or Cathy Joyce at cjoyce@faithcatholic.com.