THE ARCHDIOCESE
OF KANSAS CITY IN KANSAS

Priest Information Packet (PIP) Guidelines

1. Overview

The Priest Information Packet (PIP) is a weekly e-newsletter distributed by the Archdiocese to provide clergy with timely and essential updates. The PIP also reaches key personnel involved in parish and school administration.

2. Submission Guidelines

Content Requirements:

- Submissions must be relevant to the entire Archdiocese and provide valuable information.
- Requests to include parish or school social events and fundraisers will not be accepted.

Submission Deadlines:

- The PIP is published every Monday, except when the Chancery Office is closed, in which case it will be sent the following Monday.
- All submissions **must** be emailed to the PIP distribution team at commplan@archkck.org by the end of the day on Thursday.

3. Distribution List

The PIP is distributed to:

- Clergy, seminarians, school presidents, principals, archdiocesan ministry staff, business managers, parish/school administrative staff, parish/school secretaries, bulletin editors, social media coordinators, and directors of religious education (DRE/CREs).
- Requests to modify the distribution list (add, remove, or update contacts) must be submitted by a priest or school president/principal.
- All clergy and Chancery personnel receive the PIP using Archdiocesan email addresses.

4. Bulletin Announcements

- Bulletin Content: All PIP memos intended for the Bulletin Announcement section must include suggested text for parish bulletins. This text should be provided in the description section of the PIP memo template to facilitate easy transfer to parish communications. An attachment or flyer does not replace the need to submit suggested text for bulletin announcements.
- Requirement for Inclusion: Bulletin announcements must also be uploaded to Catholic Social Media for easy access to related marketing materials. Submitters without access to Catholic Social Media should contact Marissa Easter, Director of Communications, at measter@archkck.org.

5. Repeated Memo Submissions

To avoid redundancy and maintain reader engagement:

- Action Required: Memo submissions requiring action may be included in the PIP up to three times.
- Bulletin Announcements: These may also appear up to three times.
- Clergy Information: Submissions for clergy information may be included up to three times.

6. PIP Submission Process

- Template Completion: Complete the appropriate PIP Memo Template fully, as incomplete forms will not be accepted.
    - There are three PIP memo categories:
        - Action Required
        - Bulletin Announcement
        - Clergy Information
- Document Requirements:
    - Do not modify the template (format, font, size, etc.).
    - Send all PIP submissions as Word documents to allow for edits.
    - Include attachments as PDFs.
    - Three-page maximum on all submissions due to file size limitations.
- Archdiocesan Ministry Communication:
    - PIP memos must originate from an Archdiocesan office or ministry.
    - If the submitter is not part of an Archdiocesan ministry, they must contact the PIP Distribution team at commplan@archkck.org to coordinate approval through the relevant ministry or office.