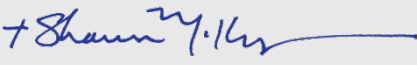




POLICY DOCUMENT

ARCHDIOCESE OF KANSAS CITY IN KANSAS

Issued Date: 7/17/2026	Last Reviewed Date: 7/17/2026
Subject: PIP Submission Policy	Distribution: 7/17/2026
Archbishop Signature: 	

I. Purpose

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. This will give guidelines as to how PIP memos are to be submitted and when.

II. Definitions

(PIP) Priest Information Packet

(DRE) Director of Religious Education

III. Policy

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 close of business on Thursday.

Archdiocese of Kansas City in Kansas policy



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Distribution List:

The PIP is distributed to:

- Clergy, seminarians, school presidents, principals, archdiocesan staff, archdiocesan apostolates, business managers, parish/school administrative staff, bulletin editors, social media coordinators, and directors of religious education (DRE/CREs).
- All clergy and Chancery personnel receive the PIP using Archdiocesan email addresses.

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 the Communications Office at communications@archkck.org.

Repeated Memo Submissions

To avoid redundancy and maintain reader engagement, all PIP memo submissions may be featured no more than three times. These do not need to be consecutive.

PIP Submission Process

- **Template Completion:** Complete the appropriate PIP Memo Template fully, as incomplete forms will not be accepted.
- There are four PIP memo categories:
 1. Action Required (A response or action is needed)
 2. Bulletin Announcement (A communication intended for parish bulletins)
 3. Clergy Information (A communication intended for clergy, seminarians, deacons and/or religious.)
 4. Important Announcement (Important or timely announcement for multiple audiences that may or may not include clergy)
- **Document Requirements:** All memos must follow these guidelines to be accepted. Those that do not will be sent back to the submitter for correction.



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- Do not modify the template (format, Garamond font, 12 pt size, etc.).
- Send all PIP submissions as Word documents to allow for edits. All other file formats will not be accepted. Include attachments as either .jpg, .png or PDFs.
- Three-page maximum on all submissions due to file size limitations. Additional pages should be uploaded to Catholic Social Media (CSM). If your submission includes documents that are stored in CSM, please reference that in your submission, unless it is for a bulletin announcement.

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 endorsement and approval through the relevant ministry or office.