

Guidelines for Event Submissions for the Office for the New Evangelization Email Blasts

We in the Office for the New Evangelization (ONE) find joy in making known to the faithful the many great Catholic events happening in our local Church. Our heartfelt thanks to the many parishes, apostolates and ministries that host so many excellent opportunities to grow closer to Christ and His Church.

Please note the following guidelines for event submissions for our newsletter:

1. We are responsible for ensuring that every event we are publicizing is faithful to the Magisterial Teachings of the Catholic Church. Due to the high volume of events received, we are unable to research each event's speaker/content to ensure orthodoxy. **For this reason, only those events with speakers or content that are directly known to ONE or are affiliated with organizations that have a strong reputation for orthodoxy can be included in the newsletter.**
 - a. If your content/speakers are unknown to us, you have the option of submitting your speakers to the Archdiocesan Speaker Approval Committee. Contact us for details.
2. Due to the high volume of events being submitted, we ask that each organization limit itself to **two (2) events** per newsletter.
3. Inclusion of your event in the newsletter is at the discretion of the Office for the New Evangelization. We may not include your event in the newsletter for the following reasons:
 - a. There is not enough space due to the high volume of events submitted for that month.
 - b. The speakers or content of the event are unknown to ONE (see #1 above).
 - c. The speakers or content of the event are problematic.
 - d. The event is not related to adult faith formation or evangelization.
 - e. The event is not formatted as requested, information is inaccurate or hyperlinks don't work (see #4 below).
4. Please format your events according to this sample post:

Saturday, February 8, 2025 - 9am-12pm

Event: How the Share the Kerygma: Catechist Training

During this training, catechists will learn simple tools for proclaiming the kerygma in their classrooms, creating the conditions for students to have a personal encounter with the living Jesus.

Facilitator: Meghan Cokeley, Director, Office for the New Evangelization

Location: Our Lady of Grace Gym, Penndel, PA (Bucks County)

More info: [View the flyer](#); \$15.00 includes refreshments and training materials; [Click here to register](#) or visit phillyevang.org/events