



ARCHDIOCESE OF PHILADELPHIA

OFFICE FOR THE NEW EVANGELIZATION

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Guidelines for Event Submissions
for the Office for the New Evangelization Monthly Newsletter
(Effective March 1, 2026)

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. Due to the large volume of event submissions we receive, please note the following guidelines:

1. Each monthly newsletter will be **limited to a maximum of 25 events** with priority given to **Archdiocesan-sponsored and parish-sponsored events**. Inclusion in the newsletter is at the discretion of the Office for the New Evangelization.

Due to these limitations, please note the following:

- There is no guarantee that submitted event(s) will be included in the monthly newsletter.
 - If it is included in one month, there is no guarantee that the event will be included for the following month(s).
 - Please limit event submissions to a maximum of two events per month.
2. 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, if the speaker or content of your event is unknown to ONE, the event will not be included.**
 3. Please format your event submissions according to this sample post below and submit them **by the 22nd of the month.**

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, Pennedel, PA (Bucks County)

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

*If you do not have the ability to create hyperlinks for your flyers, please send it as an attachment and we can create the hyperlink for you.