

Sharing the wealth...

Are you excited about a project or activity that has been life-giving in your parish? Could it be used as a model for other parishes? If so, you are encouraged to share a brief description for future issues of *VOICES Alive*. Below are guidelines to help in the preparation of your story.

Tips on Copy Preparation

Thanks for your willingness to work with the Diocesan Pastoral Council in its efforts to help promote a greater awareness within the Diocese of the many successful initiatives and practices that our various faith communities have implemented to help meet their goals in the pastoral planning process.

This “tip” sheet is designed to help you develop your report on one such project. Your completed report will be accessible through a link on the Diocese of Lansing’s website, www.dioceseoflansing.org. We will also use your information to craft a “teaser” paragraph or two in the diocesan newsletter, *VOICES Alive*, which will then direct interested readers to the website for the full report. Hopefully, the following tips will prove useful to you...

... We will be happy to accept your report in whatever form you find most convenient. If you prefer to submit it in a hard copy format, please do so by mailing it to council member Patrick Gribben, 306 W. Spring Meadows Lane, DeWitt, MI, 48820. You may also fax it to him at 517.669.7605. If you can submit it via the web, the Microsoft Word program is preferable and can be e-mailed to Pat at pgribben@voyager.net.

...You will be writing to inform the reader about the program/project to which you have been assigned. Available space does not permit us to provide the reader with every operational detail concerning your subject. Your purpose is to give the reader an idea of what this program/project entails and if it may help meet their community’s goals and priorities. If interested further, the reader then can take the next step and get in touch with the contact person you identify in your document. The primary purpose is to convey information. Don’t concern yourself about winning or losing a prize for writing style. Just like Dragnet’s Sgt. Joe Friday of yesteryear’s TV fame, we mainly are interested in the facts.

...About two or three pages (at most) should be sufficient to give the reader a pretty comprehensive idea of the activity’s objective, scope and merits.

...Your report’s title should be fairly descriptive. It is our intent that, as these reports accumulate on the website, they will become a “catalog” of good ideas to which individuals can refer directly from time to time without a *Voices Alive* referral. It follows then that the title should be descriptive enough to let the reader know something about the initiative.

... To give the reports a fairly uniform approach, we suggest the report be subdivided along the following lines:

Description: Tell the reader what the program/project is. Obviously, this is a key area of the report and deserves great attention.

Background: If there is some significant history behind the initiative or if it was developed to overcome a particular obstacle, that information can be included here.

Resources Required: You will have determined these in discussions with your sources on the activity being described and that will be very important information for the reader in making his/her determination of the practicality of going further.

Outcomes: Here you can describe the positive results that have been attained when the program is carried out successfully.

Persons to Contact: The folks who have been your sources should be willing to guide others who might wish to apply the program in their community. Information on how the reader can reach them should be carried here.

Visit the website for a look at the completed reports the Council has published in the past. Neither the divisions outlined above nor the reports presented at the website are intended to dictate how you approach this assignment. Hopefully, they will be of some help to you in constructing a report that covers the most important information. If you have any questions about any aspect of this assignment, please get in touch with Patrick Gribben. You have his e-mail above and his phone is 517.669.2515.

We join with everyone who will benefit from your report in extending our most sincere thanks for helping in this important work.

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