

March 23, 2020

To our valued bulletin customers,

The challenges of these days of the COVID-19 pandemic continue for our nation and the world, and like many of you, we at J.S. Paluch are transitioning to remote teams and reduced onsite staff. Nevertheless, we continue in our commitment to serving you and your parish and remain fully operational.

**Continue publishing your bulletin. It is the heart of your parish communications.**

- First and foremost, everyone will still get a bulletin this week, and this continues to be our plan in the coming days and weeks.
- If you do not want a printed bulletin please let us know by 3:00 p.m. Central Daylight Time on Tuesday, March 24. Send an email to [LCE@jspaluch.com](mailto:LCE@jspaluch.com), including your bulletin number and how many weeks you want us to suspend delivery. In this case we will electronically send you a pre-designed bulletin complete with ad pages. Please post this complete version on your parish web site.
- If we do not hear from you at all we will print and send 250 of the pre-designed bulletins.
- Continue to transmit at your normal time and feel free to submit as many pages as you need. Be sure to use the weekly cover letter to tell us the quantity of the bulletins we should print for you.

**If you are working remotely, we can help you get set up**

- We recommend Google's Chrome Remote Desktop system, which is free and allows you to access your work computer remotely. See the <https://www.jspaluch.com/RemoteBulletin-Chrome.pdf> for instructions.
- If you are currently using TeamViewer: this was a temporary solution when it looked like working from home might only be for the short term. If your work from home continues beyond two weeks, you will need to upgrade to the paid version to continue using TeamViewer. Instead, we recommend using Google Chrome remote desktop.

**Support your local businesses and encourage your parish to do the same**

- Please remember that your bulletin is supported by the local businesses that advertise on the back pages. Do show your appreciation for that support by being sure to post on your parish web page only the version of your bulletin that includes the ad pages.
- You can obtain a complete PDF of your bulletin or create a link to it for your parish's web site by using <https://www.e-churchbulletins.com>. Note that this address is not for your parishioners to use, as it requires the parish's bulletin ID number. Parishioners should be directed to <https://ebulletin.jspaluch.com> if they want online access to the parish bulletin.

**Share your bulletin digitally via our eBulletin service**

- Be sure to take advantage of our bulletin email service. Send us your parish email list and we'll arrange to send each of your parishioners a copy of your Sunday bulletin electronically every week. Thousands of parishioners have already been signed on this way. (Again, be assured that we will never use their email address for any purpose other than sending the bulletin to them.)
- Please contact Ryan Kreager at [kreager@jspaluch.com](mailto:kreager@jspaluch.com) or 574-347-8851, or Igor Ratajczyk at [ratajczyk@jspaluch.com](mailto:ratajczyk@jspaluch.com) or 847-558-2726 to get set up. Please make sure to include your bulletin number with your request.

We appreciate your trust in us and your understanding during these trying times. We will stay in touch with you frequently to let you know the latest as things evolve for our country, for you, and for us.

Let us keep each other in prayer and continue to support each other with good will. May God bless you.

— The J.S. Paluch Company