



CATHOLIC DIOCESE
OF LEXINGTON

Roman Catholic Diocese of Lexington, KY

Guidelines for Posting Events on the Diocesan Calendar

October 2024

Guidelines for Posting Events on the Diocesan Calendar

All events meeting one of the following criteria should be posted on the Diocesan Calendar:

- a. the event is an explicitly Diocesan function, i.e. an event presented and hosted by the chancery, a parish, a Catholic school, or other Diocese of Lexington entity
- b. the event is of interest or benefit to a significant Diocesan population, i.e. the Diocese as a whole, a particular Diocesan-wide ministry, a deanery, multiple parishes/schools, etc.
- c. the event is open to all members of the diocese

Posting Privileges (Administrators)

The following personnel have posting privileges for the Diocesan Calendar:

- Bishop
- Vicar General
- Deans of the six Deaneries
- Chancellor/Secretary for Pastoral Life
- Executive Administrative Assistant to the Bishop
- Diocesan Finance Officer
- Director of Development
- Superintendent for Catholic Schools
- Director of the Tribunal
- Director of Catholic Charities
- Director of Human Resources

Technical Support

- Ward Klein, Communications Coordinator (wklein@cdlex.org)
- Edward Bauer, Director of Communications (ebauer@celex.org)

Submissions

In order for events to be posted on the diocesan calendar, they must be submitted to the appropriate authorized administrator. For example: a major school event (e.g. MidKnight Stakes) must be submitted for posting to the Superintendent for Catholic Schools; an event directed to a cluster of parishes in Mountain East must be submitted to the Dean of Mountain East.

Appointing a Designee

An administrator may appoint a designee to act on his/her behalf in terms of posting events to the diocesan calendar. In such a case, the administrator needs to provide the **name and contact information** of the designee to Edward Bauer (ebauer@cdlex.org) so that administrative rights can be assigned. An administrator should not simply provide his/her password to the designee.

Posting Instructions

All current personnel designated in the guidelines have been given full permission for posting and editing the Diocesan Calendar. The following instructions are for the current Google-based calendar application.

1. Open your internet browser
2. Log on/sign into your cdlex.org email account/Gmail suite
3. Open the calendar application
4. At the lower left corner, check the box named *The Diocesan Calendar*
5. You now can make entries into the *Calendar*
6. Locate the date of the event on the *Calendar* and click on the date
7. A window appears
8. Click on your name, and under it will appear the words *The Diocesan Calendar*; click there to ensure that the event is not saved only to your personal calendar
9. Fill out the rest of the relevant event information, **including the specific room if applicable**
10. Click *Save*, and the event is posted