



DIOCESE OF BUFFALO
OFFICE OF THE BISHOP

DIOCESE OF BUFFALO

**MEDIA REQUEST POLICY FOR PRIESTS, DEACONS,
DIOCESAN, PARISH AND SCHOOL EMPLOYEES**

Diocesan, parish, or school employees, priests, deacons, and seminarians may be asked by the media to comment on behalf of the Diocese, a parish, ministry, school or the Catholic Church overall. All such inquiries and requests should not be addressed before they are referred to the Diocesan Director of Communications who will either address the request directly or collaborate with the priest, deacon, seminarian, parish/school media relations employee, or other employee, to supply a response to the inquiry.

The mission of the Diocesan Office of Communications is to support the ministry and mission of the Catholic Church in Western New York by providing timely and accurate information to members of the media.

Anyone who receives an inquiry should:

- Record the specifics of the request; including the issue, question (s), time of call and the deadline when a response is needed.
- Record the representative's name, telephone number, email address, and place of business.
- Inform the representative that someone will contact them shortly with an appropriate response.
- Immediately inform the Director of Communications of the request by phone (716) 847-8743 office or (716) 361-1931 mobile or email (jmartone@buffalodiocese.org).

Thank you for your all your efforts to be familiar with and follow this policy which is effective immediately.



Sincerely in Christ,

Most Reverend Michael W. Fisher
Bishop of Buffalo

April 24, 2024