

Bulletin & Announcement Policy
2-17-2010

Bulletin Blurbs

- Bulletin information must be submitted in writing to the Parish Office by 5:00 p.m. on Tuesday for the following weekend's bulletin
- Items may not be listed as a bulletin blurb AND have an insert on the same weekend
- Bulletin blurbs are guaranteed for no more than 2 weeks (more only if space)
- Parish activities/information and USCCB or Archdiocesan mandates get first priority, followed by Archdiocesan news/events and events at local parishes

Bulletin Inserts

- No more than 2 inserts per week (unless approved by pastor)
- No more than 1 insert per event (but can remain on website)
- Must come from committee, parish group, parish staff member or Archdiocese
- Group or staff person involved is responsible for stuffing bulletins. Parish Office will be responsible for inserts mandated by the Archdiocese.
- Every insert must state the group or individual responsible for it along with contact information
- Inserts sponsored by outside groups, but supported by a parish group, must include name and contact information for the parish group or individual responsible, and must have pastor's approval

Pulpit Announcements

- First-come, first-serve basis
- 4 per week (funerals and Archdiocesan announcements are an exception; other exceptions must be approved by pastor)
- Only the deacon or priest can give brief reminders at the end of Mass for events immediately following (hospitality, collections, photo sign-ups, etc.)

In-person Pulpit Announcements

- Only one in-person announcement per Mass and per event (exceptions must be approved by pastor)
- Requested that announcements be less than 90 seconds long
- Last pulpit announcement before Mass