

ST. FRANCIS OF ASSISI PULPIT ANNOUNCEMENT REQUIREMENTS

Prioritizations of parish events for pulpit announcements are:

- 1.) Liturgy – All liturgical announcements
- 2.) Pastoral Ministry – All announcements involving pastoral ministry
- 3.) Education: PSR, School, Faith Formation (for all ages)
- 4.) Parish Activities – (ex. Taste of Telegraph, fundraisers, etc.)
- 5.) Other Activities – Other groups associated with SFA but are not strictly a SFA ministry (ex. K of C, Secular Franciscans, CYC, Scouts, etc)
- 6.) Community Event or Activities

GENERAL GUIDELINES

- 1.) Announcements are due by Monday at noon in order to be included for the following Sunday.
- 2.) The submitter must prepare pulpit announcements. Please don't submit bulletin announcements or flyers and ask that the information be prepared as an announcement for you.
- 3.) Use pa@sfastl.org to submit pulpit announcements.
- 4.) If you want both a bulletin announcement and a pulpit announcement, please submit them separately! Bulletin announcements go to bulletineditor@sfastl.org
- 5.) Pulpit Announcements should be viewed as short reminders of upcoming events and are not intended to take the place of bulletin announcements or be a stopgap measure for late or forgotten bulletin announcements.
- 6.) They should be no more than 2 sentences long and contain general details. Phone #s or addresses should not be included.
- 7.) They should be for parish/school events for the upcoming week. A community event may be included if room allows after all other parish events are included. In most cases, announcements should only be requested for one week, although in some special instances exceptions for two weeks will be allowed.
- 8.) All announcements will be reviewed and acknowledged as having been received within 1-2 days of receipt. Announcements that are too long will be returned to submitter for editing.
- 9.) Announcements will be limited to 5 per week. If more than 5 announcements are received, the priority list at the top of this page will be used to determine which announcements are included. One additional catchall announcement at the end will be included (as needed) asking that you see the bulletin for details about events which did not receive an individual announcement.
- 10.) Voice mail or telephone submissions will no longer be accepted.
- 11.) Announcements that deviate from these guidelines must receive approval from **Fr. Yates** before submission.