

BULLETIN GUIDELINES:

- Please limit your submittal to 75 words, if possible.
- All entries are subject to editing and are due at the close of business on Fridays, 9 days prior to the Sunday of publication.
- Normal policy is that an announcement cannot be published for more than two weeks.

BULLETIN INSERTS

- All inserts/flyers must be scheduled in the calendar with a written request. The purple calendar forms can be used for scheduling inserts.
- The inserts need to be copy-ready and given to Jan.
- The information in the inserts should not be a repeat of written information already in the bulletin.
- Normal procedure is that an insert can only run for one week, due to the high demand for bulletin flyers.

VIDEO MONITOR GUIDELINES:

All entries are subject to editing, and are due at the close of business on Monday, 5 days prior to week-end of presentation.

PULPIT ANNOUNCEMENTS

Beginning with the first Sunday of Advent 2010, St. Michael's Pulpit Announcement procedure will change!

It is the consensus of the Pastoral Team that (1) those attending Mass respond more readily to announcements made by parishioners and (2) that making an announcement *after* Communion and before the final blessing will reach more people. So, before Mass begins, the Cantor will remind people to pick-up a bulletin after Mass for information about what is happening in the parish during the upcoming week. No other announcements will be made.

Before the final blessing, a person speaking on behalf of a ministry or organization will be introduced to make a pulpit announcement, which has been scheduled with the Parish Office in advance. Only one announcement will be scheduled each weekend. Please be sure that the announcements are as brief as possible and contain only necessary information, i.e. who, what, where, when and why (though not necessarily in that order).

The text of the announcement must be received in the Parish Office no later than the Wednesday prior to the Mass at which the announcement is scheduled.