

St. Mary Catholic Faith Community Announcement Guidelines

Statement of Purpose: Announcements should encourage Community and support the Spiritual Life of St. Mary, while not being intrusive to the celebration of the Paschal Mystery. These guidelines are intended to align with those priorities.

Requests: Any Staff person can request a Mass announcement that supports a ministry they are responsible for. "Pitches" or "Witness" announcements will require additional approval from the Pastor. Announcements should be submitted by 12:00 PM on the Tuesday before the weekend they are requested. The Liturgy and Music Office may edit your announcement for length and content.

Before Mass and After Communion Announcement Parameters: There are two opportunities for Mass announcements, Before Mass or After Mass. The type of announcement being requested will determine the time that the announcement will be delivered.

Before Mass Announcements: These announcements will be read by the lector and will be reserved for an event or the beginning of an event that will be occurring within the coming week (Monday thru Sunday). They should be succinct and meaningful and presented in a "what, when and where format." They should be no more than two sentences long.

In essence, an announcement is allowed once to inform the congregation of the beginning of an event registration/start of ticket sales taking place (as ticket sales/registrations will *begin* taking place THIS week). The ideal announcements would look as follows:

- Anointing of the Sick will take place after Mass today and Intercessory Prayer will occur after 9AM Mass tomorrow/today.
- This is the last weekend to see our school's amazing Royal Affair raffle baskets. Tickets for these and a Grand Raffle with a cash prize of \$5,000 or one year of tuition are on sale in the Gathering Space.
- Men of Christ will be holding their 18th Annual half-day Conference next Saturday, see the bulletin for registration information.
- Join us Wednesday at 6:30pm for Magnify, our monthly evening of Adoration of the Blessed Sacrament along with spirit filled worship music.

Before Mass Announcements will be concluded with wording that will direct people to the bulletin or website for more information.

After Communion Announcements: These announcements will be made by a priest or deacon and are strictly limited to parish-wide, liturgical events. Examples of these announcements would include a change in Mass times, Mass times for upcoming Holy Days of Obligation, funeral announcements, or any required Archdiocesan announcements or requests.

General Guidelines:

1. The bulletin should be considered the first and primary source for announcements. It is available in both printed and electronic form making it an easily accessible source of information for those who seek it.
2. Do not try to impose guilt to donate or while recruiting. Also, do not give a history, menu, or agenda of an event as part of your announcement. That type of information should, instead, appear in the bulletin.
3. Announcements will not be allowed on Palm Sunday, Easter, Christmas, Pentecost, Corpus Christi, Patronal Feast, or at Confirmation or First Eucharist Masses, and may be cancelled any time a celebration is expected to run unusually long.
4. Announcements can only be made once, including those for ongoing yearly events. Exceptions are made only for parish wide announcements from the Parish Pastoral Council, Finance Council, Archdiocesan Events, or Liturgy notifications.

Other Ways to Communicate Programs and Events

It is possible that not all requests for announcements will be honored due to the large number of activities that occur at St. Mary Catholic Faith Community. Ministries are strongly encouraged to make full use of the other options available to communicate their important meeting/event times and locations, including:

- Parish Bulletin
- Slides on the televisions
- Website
- Flocknotes
- Social Media (Facebook and Instagram)
- Targeted E-Mails
- Local Newspaper Community Announcements