



**St Gabriel
Catholic Church**

Announcement Request Form

Ministry Requesting: _____

Prepared by: _____

Date needed for announcement: _____

PLEASE BE BRIEF AND TO THE POINT...

Announcement to read as follows (*note: may be modified by office):

(below to be completed by office)

Date received in office: _____ (office administrator) _____ (initials)

Approved: _____ (Business administrator)

_____ (Pastor....if needed)

Put into announcements: _____ (Director of Liturgy and Music)

NOTES:

Announcement Policy Review:

Announcements will be allowed (first come first serve) up to a limit of three per Mass:

- If announcement is relevant to a large group of people in the parish.
- Same announcement is NOT in the bulletin for that week.
- Announcement is about an event that is imminent (coming up before the next weekend's liturgies).
- Must be submitted (on announcement request form, available online at parish website) to Business administrator for approval by noon the Wednesday prior to the weekend announcement is requested.
- The announcements that are approved will be given to the Director of Liturgy and Music (who is responsible for putting them into the worship leader's book) by Thursday noon.
- Pastor has the option to override limits of three announcements- but must sign the request form before it is submitted to the Business administrator.
- Repeated announcements will be limited to two weeks in a row, if the event is ongoing (such as membership drive or signups for something, for instance)

Attached is an announcement request form which can be photocopied for your ministry's use. Feel free to make as many copies as you need. The forms can be faxed to the parish office. See top left of page for fax number.