Liturgical Request Form

Please Check :
□ Verbal Announcement– Read by Mass Commentator, needs to be submitted one week prior to requested date(s)
□ Presentation– Read by committee/ ministry representative, needs to be submitted one month prior to requested date(s)

Name_____ Today's Date_____

Phone #_____ Email_____

Commission/Ministry_____ Date(s) Requested_____

Reason for Announcement/ Presentation_____

_____

Please Describe any Special Needs (Music, Decorations, Handouts) _____

_____

Name of Person Speaking at each Mass (For Presentations Only)

Sat. 5:00 pm_____

Sun. 8:00 am_____

Sun. 10:00 am_____

Sun. 11:45 am_____

Parish Policy When Submitting Liturgical Requests

□ Requests must be submitted to the Parish Administration Office or emailed to parishoffice@stpatsgh.org
□ The text and length must be approved in advance and may be subject to editing
□ Please state the Parish Commission or Committee you are representing in the text
□ No more than 1 typed page, 14 font, double spaced or 3 minutes in length
□ Include a copy of the text with this form
□ Fr. Bill requests that announcers speak at *all* weekend Masses
□ The person making the request will be notified when the request is approved

Parish Staff Approvals

Parish Office Calendar_____ Other Events_____

Music & Liturgy Approval_____ Pastor's Approval_____

Distribution after approval: □ Event Sponsor □ Event File

□ Pastor □ Music & Liturgy Director