

Protocol for End-of-Mass Announcements

General Principles

The primary means of communication are the Sunday bulletins and the parish website. Consequently, the standard place for parish announcements is the Sunday bulletin.

Some announcements may periodically be announced by the priest at the end of Mass. In rare instances, a person may give an announcement or make an appeal during the announcements.

All requests for announcements must be accompanied with a written draft of the announcement and submitted to Valli Youngs (vyoungs@hoosiercatholic.org). All requests for personally-delivered announcements must be approved by the pastor. All requests are subject to final approval of the pastor/associate pastor.

When a request is made, it should not automatically be assumed it will be read. Requests may be denied or judged to best be placed in the bulletin.

Guidelines for pulpit announcements

1. The deadline is Monday at 12:00 Noon for that Sunday.
2. Announcements must be submitted in writing, should not exceed 1-2 lines, and should contain all pertinent details.
3. Announcements will be accepted for events taking place from the Sunday the announcement is made through the following Sunday. Announcements of events (e.g. food drives, retreat sign ups, etc.) lasting longer than one week will be made at the start of the event and run in the bulletin for all subsequent weeks.
4. Groups may submit one announcement per week.
5. No more than four announcements will be read on Sundays.

Guidelines for personally-delivered pulpit announcements

1. The deadline is Monday at 12:00 Noon for that Sunday.
2. Only groups directly associated with the parish may give announcements.
3. Announcements must be submitted in writing.
4. Announcements must not exceed one half page, double-spaced.
5. The announcement must concern only one event/activity/cause.
6. The person giving the announcement must check-in with the priest celebrant in the sacristy at least 10 minutes before Mass.
7. No more than one personally-delivered announcement will be given on a Sunday.

Approved and Promulgated: 1/19/17