

NOVEMBER 2, 2016

TO: MINISTRY AND ORGANIZATION LEADERS OF SANTA CRUZ PARISH

SUBJECT: SCHEDULING FOR PULPIT ANNOUNCEMENTS, NARTHEX AND PORTICO IN 2017

NOW IS THE TIME TO FORWARD YOUR REQUESTS TO SCHEDULE INDIVIDUAL MINISTRY OR ORGANIZATION PULPIT ANNOUNCEMENTS, NARTHEX, AND PORTICO WEEKEND DATES FOR 2017.

PLAN NOW FOR YOUR MASS WEEKENDS IN 2017 FOR BAKE SALES, FUNDRAISERS, MEMBERSHIP DRIVES, INFORMATION TABLES, OR OTHER PARISH RELATED EVENTS. IT IS SIMPLE, JUST FORWARD A REQUEST TO ME VIA E-MAIL. OR JUST DROP A NOTE TO THE RECEPTIONIST OFFICE TO BE PLACED INTO THE SVDP OFFICE MAIL BOX.

THE GUIDELINES ARE AS FOLLOWS:

MUST BE A PARISH AFFILIATED ORGANIZATION OR MINISTRY. REQUESTS FOR INDIVIDUALS OR COMMERCIAL EVENTS WILL NOT BE GRANTED.

EACH MINISTRY MAY REQUEST A MAXIMUM OF SIX WEEKENDS A YEAR, INCLUDE A PREFERENCE FOR THE NARTHEX OR PORTICO AND THE MASSES YOU WANT SCHEDULED. YOUR REQUEST SHOULD INCLUDE A PURPOSE SUCH AS, BAKE SALE, MEMBERSHIP DRIVE, ETC. YOUR TABLES SHOULD CLEARLY IDENTIFY YOUR GROUP AND THE EVENT BEING HELD.

THE LEADER OF THE ORGANIZATION OR MINISTRY SHOULD SEND IN YOUR REQUEST BY THE END OF DECEMBER TO BE CONSIDERED IN THE FIRST 2017 ROUND. YOU WILL RECEIVE CONFIRMATION FROM ME AS TO YOUR 2017 SCHEDULE IN TIME FOR YOU TO PLAN FOR YOUR FIRST ACTIVITY.

NEW FOR 2017

REQUESTS FOR A TWO MINUTE PULPIT ORGANIZATION OR MINISTRY ANNOUNCEMENT SHOULD BE SENT DIRECTLY TO ME. FORMERLY THIS WAS HANDLED BY JUANITA. FR. DAVID HAS ASKED THAT I INCLUDE THE REQUESTS ALONG WITH THE NARTHEX/PORTICO COORDINATION.

ONE ANNOUNCEMENT PER YEAR WILL BE CONSIDERED. SUBMIT YOUR REQUEST PRIOR TO THE END OF THIS YEAR SO YOU MAY BE INCLUDED FOR CONSIDERATION IN 2017.

ALMA TAMAYO, PARISH ADMIN ASST, EXT 122 WILL CONTINUE TO HANDLE ALL BULLETIN ANNOUNCEMENTS AND ANNOUNCEMENTS MADE BY THE LECTOR PRIOR TO MASS.

GOOD PLANNING AND MAY GOD BLESS ALL THE MINISTRIES AND ORGANIZATIONS.

TOM HUGHES, SANTA CRUZ PARISH PULPIT/NARTHEX/PORTICO COORDINATION

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