

Pulpit Announcements Procedures

Procedure

Submitting Information

- 1) E-mail all written information and/or requests to: "bulletin-santacruz@austin.rr.com"
- 2) Pulpit announcement requests should be received **no later than 5:00 p.m. on Monday** for that weekend's announcements
- 3) Requests for time to speak before Mass should also be submitted to the parish office

Pulpit Announcement Requests

Announcement to be Read by Lector:

- 4) Announcement information must include:
 - a) Date, time and place of activity and/or event
 - b) Organization and contact person's name and phone number
 - c) Brief description of activity/announcement (generally, less than 100 words)
 - d) All events at the *narthex* (church lobby) or *portico* must have been previously scheduled with Tom Hughes at (512) 757-3573
 - e) All long-term building usage for meetings or gatherings at conference rooms, education building, etc. must have been previously scheduled with Building Use Coordinator (Barbara Pecuch) at (512) 422-1485
 - f) All other events/gatherings taking place at the parish hall must have been scheduled with the Facilities Manager (Jerry Herrera) at 312-2520
- 5) Information for an event or meeting should not be submitted for announcement too early, unless there is pre-activity required prior to the event, i.e. recruiting, requesting donations, etc. Normal timeframes include week's events within 1-2 weeks of the event
- 6) Please indicate if announcement is to be in 'English only', 'Spanish only' or both

Announcements made by Affected Organization/Individual:

- 7) Speaker will seat at bench immediately across from the choir
- 8) Lector will introduce speaker/announcement prior to Mass
- 9) Announcement must be kept under two (2) minutes
- 10) Speaker must coordinate with celebrant priest when announcement is to be made, if not done prior to Mass

Organization's Meetings

Organization's meetings, which only affect a small percentage of the congregation, will **NOT** be announced UNLESS:

- a) It affects most of the congregation, i.e. parish festival, sales events taking place after Mass
- b) It affects several parish organizations, i.e. breakfast ministry

- c) It is a Santa Cruz Catholic School meeting affecting families;
- d) It is a Religious Education meetings and/or gatherings affecting children, young adults and their families

Prayers of the Faithful

Requests to add a person(s) to the Prayers of the Faithful for the sick or deceased should be:

Sick

- Person must be hospitalized
- Submitted in writing, if at all possible
- Provide hospital name, room number and status
- Provide requestor's name and contact phone number
- Name(s) are generally announced once, unless an update warrants extending longer

Deceased

- Contact the parish office regarding the passing of a parishioner or an immediate family member of a parishioner