

# SANTA CRUZ CATHOLIC CHURCH



February 24, 2011

**To:** Ministry/Organization Leaders of Santa Cruz Catholic Church and School

**From:** Tom Hughes

**Subject:** Procedures for Parish Bulletin Submissions and Pulpit Announcements

The subject procedures have been developed to facilitate the communication of information in the parish bulletin and announcements from the pulpit. As leaders in this parish, ***your understanding of the procedures and communication of the procedures to your members is very important.*** These guidelines will help you and your organization better understand the appropriate use of these communication vehicles and how to pre-plan your activities whether they include the use of the parish bulletin, pulpit announcements, the narthex, or reservations for building use of rooms. Contacts are provided for your convenience. Requests should not be made to the clergy or parish staff other than the contacts listed in the procedures. Using these procedures will help free up our clergy to attend to their ministerial activities within the parish. Also, as all the procedures involve scheduling, only the contact listed may approve requests. All requests should be submitted to [bulletin-santacruz@austin.rr.com](mailto:bulletin-santacruz@austin.rr.com).

These procedures were reviewed and endorsed at the February 9, 2011 Pastoral Council Meeting. They will be posted in the narthex and published on the parish website. Thank you for your service to Santa Cruz Parish and School. If you have questions you may refer to the contacts listed in the procedures. If you have a general question please do not hesitate to contact me personally. My number is listed in the procedures.

May God Bless you and all your Ministry/Organization members,

Tom Hughes  
Santa Cruz Catholic Church Pastoral Council

cc: Father Kirby