

ST HUBERT CHURCH

OFFICE HOURS OFFICE HOURS

Monday - Thursday 9:00 AM - 8:00 PM

Friday 9:00 AM - 4:00 PM

(Closed for lunch 12:00 - 1:00 PM)

Saturday 9:00 AM - 1:30 PM

Sunday 9:00 AM - 1:30 PM

Announcements at Mass

Announcements at Masses should be submitted by the Tuesday preceding the Sunday Mass. They should be kept brief, perhaps only a couple of sentences.

Announcements should not be edited until approval from the person who sent it in. Eliminate the use of “see the bulletin for details” after you announcements – it is assumed that people know to check the bulletin.

Email your announcements to **dfilipucci@sainthubert.org**

Submitting an article for the Bulletin (10 days before publication)

If you wish to have an article appear in the bulletin for a Ministry event, it must be submitted **10 days prior** to publication. (5:00 PM Thursday) We will do our best to accommodate, as space allows. Include what, when, and where with the description of the event. It is not always possible to fit a full or half page article in the bulletin, so if you submit a large article, it is a wise to submit a smaller version to be sure it will fit in the space available.

Email your submissions to **kweiland@sainthubert.org**

Grammar notes

Use St Hubert *not* St Hubert’s

Use Lower level of the church *not* the basement.

Use multi-purpose room *not* Gym

Bulletin Inserts – “Stuffers”

If your parish ministry wishes to have a full page insert added to a bulletin, please contact the Parish Office to arrange it. Only one bulletin “stuffer” is allowed per week. It is best to arrange for this as much in advance as possible. It is your responsibility to make plans for printing and organize a group to do the actual stuffing of the bulletins.

Alcohol for sale at your event

If alcohol is going to be sold at an event a liquor license is required. The cost is \$25.00. Contact the Business office 30 days before the event. **847 885-7700 ext 111**, Tmccutchan@Sainthubert.org

To reserve a Room or to have a table in the Narthex

(preferably no more than two tables in the Narthex on a given weekend)

Check the calendar on the website to see if the room you wish to use is open. We request that no ministry groups are present in the Narthex on the 1st Sunday of Advent and Lent. If the room is available please call Pat Aschom or email her with the date and time you are requesting.

847 885-7700 ext 104 paschom@sainthubert.org

Cancelling a meeting

When you cancel a meeting please contact the front office ASAP, **847 885-7700 ext 102**. You also need to contact Pat Aschom or email her with the date and time you are cancelling your meeting so the room can be made available for another ministry. **847 885-7700 ext 104** paschom@sainthubert.org

Parish wide calendaring is done June-Aug

Each year we have a calendaring night which ministries request the dates, place and time for their ministry events for the upcoming year. Pat Aschom will provide information and a form in the spring..

Tax exempt forms

Tax exempt forms are available in the ministry center.

Please use the letter at the store when you are seeking reimbursements.

Reimbursements

Fill out the pink St Hubert Parish request form and submit it to the business office. Checks are cut on Tuesdays and Thursdays.

Flyers and Posters in Narthex for your event

All flyers and posters need the signature of Lynn Howard

Please come to the parish ministry center to get a signature on your Flyer and Posters.

Posters on easels should not block the seasonal niche.