

MEMO

TO: St. Cecilia Ministry and Organization Heads
FROM: Andrew Meinen, Director of Liturgy
RE: Announcement Policy

The purpose for the community gathering for the Sunday Liturgy is to celebrate the Eucharist and offer praise and thanksgiving to our God. While it may seem an opportune time to inform parishioners about the opportunities available to them in the parish or to support worthwhile organizations, too many or lengthy announcements can be a distraction from the actual purpose we are gathered. In order to give an opportunity for ministries and organizations for promotion at the Masses, while maintaining the sacredness of our gathering to celebrate the Liturgy, the following policy governing pulpit announcements will be observed. Please review the policy to make sure you understand the guidelines and limitations for announcements at Mass.

MASS ANNOUNCEMENT POLICY

Verbal announcements you wish to have read before Mass must be submitted to Andrew Meinen in the Pastoral Office no later than 12 noon on Thursday to be included the upcoming weekend. You must submit them via email to ameinen@saintcecilia.org, or in writing to the Pastoral Office. Please include an email address or phone number if you are submitting in writing. Announcements WILL NOT be accepted on Saturday evening or Sunday morning.

Announcements will be made for events that are taking place the week of the announcement only. Announcements, as a general rule, will not be included for two or three weeks leading up to an event. A bulletin announcement and an ad on the website should be running in advance of scheduled events. You can also advertise events via the St. Cecilia Facebook page and Flocknote.

Announcements will be read by the cantor. In an instance where an exception to this rule is made and a representative from the organization is permitted to make the announcement, guidelines regarding length and content are to be observed. Failure to do so will result in forfeiture of the opportunity to make such announcements in the future.

In general, announcements will be limited to 3 announcements per weekend. They will be included and ordered based on the following criteria:

- ✓ First, announcements will be included in the order they are received. If your announcement will not be included because others came in first, you will be notified.
- ✓ Then, announcements for parish wide events will have priority. Notices for private organizations and meetings for specific groups will be included if there is space. If your announcement will not be included because it does not meet the criteria for priority, you will be notified.
- ✓ Finally, announcements for events that were not included in the bulletin due to bulletin editor's error or were scheduled after the bulletin was sent to the printer will be placed.

Announcements are subject to edit for length and content. Information available in the bulletin or on the website will not be included at length in verbal announcements. Announcements should be used to call people's attention to information available in print or online.

There will be no "standing announcements". Events and meetings that occur weekly or monthly should be advertised in an on-going basis in the parish bulletin and on the website. A verbal announcement will be included only if it is submitted before the deadline and meets the criteria above.