

# St. Dominic Church

## Guidelines and Form for Church Announcements & Bulletin

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### CHURCH BULLETIN:

- ❖ Send in writing to the Pastor's Assistant by:
  - e-mail - [stdominic@stdominic-church.org](mailto:stdominic@stdominic-church.org)
  - postal mail - P. O. Box 83572, Columbus, Ohio 43203
  - In-person delivery (by appointment) - 648 South Ohio Avenue, Columbus, Ohio 43205
- ❖ Be sure to include your full name, name of the ministry or other parish/diocesan organization you represent, dates to run in bulletin, and a contact phone number and email address.
- ❖ **BULLETIN DEADLINE: 9:00am Mondays**

### ANNOUNCEMENTS FOR MASS:

- ❖ Send in writing to the Pastor's Assistant by:
  - e-mail - [stdominic@stdominic-church.org](mailto:stdominic@stdominic-church.org)
  - postal mail - P. O. Box 83572, Columbus, Ohio 43203
  - In-person delivery (by appointment) - 648 South Ohio Avenue, Columbus, Ohio 43205
- ❖ Be sure to include your full name, name of the ministry or other parish/diocesan organization you represent, dates to run in announcements, and a contact phone number and email address. If other than lector is to make the announcement, please give their name and must be pre-approved by church office.
- ❖ **ANNOUNCEMENT DEADLINE: 12:00pm Thursdays**
- ❖ The Lector for the day will make the announcement unless some one else is approved to read the announcements.
- ❖ For parishioners making announcements:
  - Remember that although many families have been a part of this parish for generations, we also have newcomers, visitors and others who are not familiar with you or your organization, so help them get acquainted!
  - Give your full name and the name of your parish/diocesan organization, then your announcement.
  - Please keep your announcement to **three minutes and all announcements must be written down to present.**
  - Example:

GOOD MORNING, MY NAME IS MAY JOSEPH AND I'M PRESIDENT OF ST. DOMINIC'S MANAGER MINISTRY. WE'RE THE GROUP THAT KNITS BABY BLANKETS FOR NEWBORNS IN INTENSIVE CARE. OUR ANNUAL PICNIC FUNDRAISER WILL BE NEXT SUNDAY AFTER THE 11:00 MASS OUT IN THE PARISH GARDEN AND ALL ARE INVITED. FOR \$5 YOU CAN GET A HAMBURGER OR HOT DOG, SOFT DRINK AND COOKIES. WE HOPE TO SEE YOU ALL THERE.

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All announcements are given to the priest for his approval. Only announcements which he has approved will be accepted for the bulletin, website, social media and or for mass. The Pastor's Assistant will notify you of the final decision.

**ANNOUNCEMENTS/BULLETIN FORM**

**Submitter's Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Ministry/Organization:** \_\_\_\_\_

**Submitter's Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**This announcement is for (please check all that apply)**

**Mass Announcements**  **Bulletin**  **Church Website**  **Social Media (FACEBOOK)**

**Is someone other than the Lector for the day making the announcement?**

**Please provide individual's name:** \_\_\_\_\_

**Dates information should be announced/in bulletin:** \_\_\_\_\_

**Please write your announcement below as it should read in the bulletin and or announcement. Include date, time, location and contact information.**

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**APPROVED:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Must be signed by Pastor or Representative)