

BULLETIN & PULPIT ANNOUNCEMENT GUIDELINES

PLEASE COMPLETE AND DROP OFF IN THE PARISH OFFICE OR EMAIL TO STBRIDGRECTORY@YAHOO.COM



BULLETIN TIPS TO CONSIDER

- KEEP IT BETWEEN 50-75 WORDS
- INCLUDE A CATCHY TITLE
- SPECIFY PURPOSE OF ANNOUNCEMENT
- WHO IS THIS FOR? WHO SHOULD THEY CALL?
- WHERE AND WHEN WILL THE EVENT OCCUR
- WHY IS THIS EVENT IMPORTANT?
- HOW SHOULD PEOPLE SHOW THEIR INTEREST

PULPIT ANNOUNCEMENT GUIDELINES

- Pulpit Announcements will be accepted for events taking place from the Sunday the announcement is made through the following Sunday **(1 week only)**
- Please keep Pulpit Announcements short- no more than 1-2 lines or less than 1 minute
- Please be sure all pertinent information regarding the announcement is in the bulletin **on the Sunday the announcement is made** as we will be directing parishioners there for details **(plan ahead as the bulletin deadline is 10 days prior to publication)**.
- The deadline for pulpit announcements is **Thursday at 12:00 noon** for that Sunday's announcements.
- Please e-mail Pulpit Announcements to: stbridgrectory@yahoo.com or use the online [Bulletin Announcement Form](#) (see Pulpit Announcement Text at the bottom of the form)

Submit a Bulletin/Pulpit Announcement

If you have created your own bulletin announcement file, please e-mail the file to: STBRIDGRECTORY@YAHOO.COM Bulletin announcements are due on Friday by 5:00 PM, the week BEFORE the requested bulletin date.

Date of Bulletin: 3/8/2020

Date Submitted: 2/28

Name of Ministry: (RCIA, Outreach, Youth, etc.) Religious Education

Phone Number 818-361-1128

Email Address mary@la-archdiocese.org

Event Name Religious Ed Formation Training

Date of Event 4/15-8/15 Mondays

Time of Event 7pm-930pm

Event Location PC Conf A

Event Cost \$45

Event Contact Phone Number: (If different from above) 818-647-5236

Event Contact Email Address: (If different from above)

Bulletin Announcement Text (Please limit the amount of text to one paragraph which includes "Who, What, When Where, Why, How Much and For More Information Please Contact_____)

The Religious Education team invites everyone over 18 years of age to consider serving the Lord as a catechist or catechist assitant. We will help you through the formation process and orientation. All you need is a desire to help share the Good News with children or adults. If you are interested or would like to have more information please contact Mary Smith by calling 818-123-4567 or emailing at mary@la-archdiocese.org

Pulpit Announcement Text (Please limit to 1 or 2 short sentences)

We have formation classes for interested persons who

Are you interested in becoming a catechist and serving the Lord through religious education? We will soon begin registration for formation classes. Please check out the bulletin for more information.