

POLICY PROPOSAL FOR PULPIT ANNOUNCEMENTS

09/20/2017

Based on the Archdiocesan 2014 Synod Implementation plan, the Stewardship Commission has been tasked with the responsibility of administering the announcements and bulletin. The Stewardship Commission seeks to disseminate information to the parish that is timely, concise and pertinent to the mission of All Saints Catholic Church.

The purpose of the pulpit announcement is to bring attention to an event in the parish and lead parishioners to seek additional information via the bulletin, website, bulletin board or a contact person.

Starting October 1, all announcements for the following Sunday will be required to be submitted by Thursday at 12:00 noon via email to Diane Montgomery, Julie Mantei, Father Bob and the Stewardship Commission.

On Friday, all announcements will be reviewed, and in some cases, edited for brevity and clarity, timeliness and overall alignment with the parish' mission. The Stewardship Commission may ask for modifications to those dates. Those date modifications would be based on clear communication goals that would reduce excessive, confusing or conflicting messaging.

On Sunday, the announcements will be reviewed by Stewardship as an additional check by an officer of the day to ensure all announcements are "parish-ready." Again, modifications may be required. With few exceptions, no new announcements will be added. In the event there is a need for an added announcement, the officer of the day would be the contact person. Because Father Bob is priest to more than one parish, the officer of the day is the identified person who can implement the addition or change. Announcement modifications would need to be completed before the 8:00 a.m. Mass begins and must be consistent in their content at both Masses.

Announcement order would be prioritized by the most important church announcements – Mass time changes and all spiritually formative events created or approved by Father Bob.

The announcement should be clear, with a tight format. No more than 35 words to address:

What:

When:

Where:

Who: Contact person

Here are a few examples:

The Ladies of Peter Claver are sponsoring a casino trip on October 29 to Little Ho Chuck. See Bea Frazier.

November 5th Celebrate the All Saints Feast Day Mass and a potluck after both Masses. Wear your favorite ethnic garb and bring your favorite ethnic dish to the potluck.

To assist with brevity, the person or group requesting the announcement should make themselves available after the Mass for additional questions or concerns in the narthex. The congregation would be encouraged to seek additional information through the website, bulletin and the All Saints Bulletin Board. Consequently, each event will receive one pulpit announcement.

I have asked Earl Bracy to become the permanent announcement reader. He has agreed, if approved. One of the complaints from parishioners is there is varying degrees of competency in reading the announcements. There are some who don't seem to know when to come to the microphone/lectern. Earl is close to the microphone, flexible but also conveys a steadiness that is needed when we don't have the same priest weekly.

This is a pilot program. As we begin our communication audit, we will continue to evaluate the policy. We do feel that recent irregularities in pulpit announcements require immediate attention. The Pulpit Announcement policy applies to all parishioners, employees, ministries and others.

The Stewardship Commission

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