

Communication Guidelines

Attention Group Leaders, Commission Chairpersons,

And Presidents of Organizations

Please review the following guidelines regarding the posting of your group's activities at Holy Family Church and share them with the folks who chair your activities.

The Weekly Bulletin

The deadline for the bulletin is on Sunday at Noon to be placed in the following weekend's bulletin. You may email Arlene, the editor, at hfbulletin@triad.rr.com. Arlene will edit your article in order to place it in an appropriate place in our bulletin. If space is limited, clip art and non-related Holy Family events will be removed until space permits.

Cantor Announcements

The first 3 pulpit announcements emailed to Vicki@holyfamilyclemmons.com are included in the following weekend's announcement. Please do not send your email earlier than Friday evening, or it may get shuffled into the hundreds of emails that are processed each week. The deadline for a cantor announcement is Wednesday, or when we have received (3) announcements, whichever occurs first. Church related announcements to inform the parishioners of important changes to Mass etc. will take precedent to other group announcements.

Posting Events

If your group is planning an activity, you are permitted to put up a poster or sign-up sheet in the concourse of church. Since space is an issue, please limit the size of your poster, and place it on the table or a stand in the concourse of church only 1 or 2 weeks prior to your event. Exceptions will be sign-ups that need to be placed in the concourse several weeks prior to the event. Posters are not to be taped to the windows and doors of our church. Bulletin inserts are allowed for advertising, as long as the group supplies the insert and has scheduled someone to stuff the bulletin prior to the Saturday evening masses. Only 1 insert is permitted in a given week's bulletin and it must be scheduled through the church office.

Selling Tickets and Other Items after Mass

Any group wishing to occupy the concourse of church after Mass selling items must be scheduled on the church calendar. We wish to limit the sales of items to one group on a weekend in order to avoid the clutter and congestion while parishioners are entering and leaving church. If possible, we prefer that sales take place outside the church doors, and off to the side so as not to block parishioners leaving church.

Please note:

The pastor of Holy Family reserves the right to make exceptions to any or all of the above guidelines when it comes to informing Parishioners about important church related activities that need special attention.