

# Holy Family Catholic Church

## Updated Guidelines for Group Leaders, Commission Chairpersons, and Organization Presidents

### Bulletin

The deadline for the bulletin is on Thursday at Noon to be placed in the following weekend's bulletin. You may email Paula Griffin, the editor, at [hfbulletin@holyfamilyclemmons.com](mailto:hfbulletin@holyfamilyclemmons.com). Paula will edit your article in order to place it in an appropriate place in our bulletin. Note: If space is limited, clip art and non-related Holy Family events will be removed until space permits.

### Cantor Announcements

The first 3 announcements emailed to [vicki@holyfamilyclemmons.com](mailto:vicki@holyfamilyclemmons.com) will be included in the following weekend's announcement. This announcement should be 2-3 lines long; it is not a bulletin article, just a reminder. 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 the Mass etc. will take precedence over other group announcements.

### Posting Your Group's Events

If your group is having an activity, you may place 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 one or two weeks prior to your event. Exceptions will be sign-ups that need to be placed in the concourse weeks prior to the event. Posters may not be taped to the windows and doors of our church. Bulletin inserts are permitted for advertising provided the group supplies the insert and has scheduled someone to stuff the bulletin prior to Saturday Masses. Only one insert is permitted in a week's bulletin and it must be scheduled through the church office.

### Selling Tickets & Other Items after Mass

Any group wishing to be in the concourse of church after Mass selling items must be scheduled on the church calendar. We wish to limit the sale of items to one group on a weekend in order to avoid the clutter and congestion while parishioners are 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.

### Church Hours

The church office is open from 8:00 a.m. until 5:00 p.m. Monday through Friday and closed for lunch generally between 12:00 Noon and 1:00 p.m. The church, chapel and meeting rooms are open from 8:00 a.m. until 9:30 p.m., Sunday through Saturday. Please make sure your group's meeting or activity is over and everyone is out of church buildings by 9:30 p.m. In the event of an after hours emergency please call the Rectory.

### Please Note

The pastor of Holy Family may make exceptions to any of the above rules when it comes to informing Parishioners about important church related activities that need special attention.