



## Attention Group Leaders, Commission Chairpersons, and Organization Presidents

Please read the following rules and regulations when it comes to posting your group's activities at Holy Family Church, and share them with the folks you have chairing your activities.

### **Bulletin**

The deadline for the bulletin is on Thursday at Noon to be placed in the following weekend's bulletin. You may email Maggie Hendrick, the editor, at [hfbulletin@holyfamilylemmons.com](mailto:hfbulletin@holyfamilylemmons.com). Maggie 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@holyfamilylemmons.com](mailto:vicki@holyfamilylemmons.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 two groups on a weekend in order to avoid the clutter and congestion while parishioners are leaving church. If possible, we prefer that the first group on the calendar have their sales take place outside the church doors, and off to the side, so as not to block parishioners leaving church. The second group that gets on the calendar, can have their sales outside of the Curlin Center in the concourse area.

### **Church Hours**

The church office is open from 8:00 a.m. until 4:30 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 will remain open until 9:30 p.m., Monday through Friday. Please make sure your group's meeting or activity is over and everyone is out of church buildings by 9:30 p.m.

### **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.