

PERSONAL MINISTRY ANNOUNCEMENTS AT MASS

Effective communication of Parish Ministry activities is important to the life of the parish. Communicating the activities provides an opportunity for engagement which enlivens the parish community life.

St. Bonaventure is committed to effective communication across all mediums including the Weekly Bulletin, Department Newsletters, Web Site, Email, Facebook, Instagram and Mass announcements.

With the number of ministries and opportunities for participation, balance with other components of parish life is important.

Maintaining the reverence and sacred nature of the liturgy is a fundamental principal.

Consideration of these concerns has been taken into consideration in developing the following policy to coordinate the Personal Ministry Announcements at the Masses.

Scheduling

1. Scheduling requests are directed to Staff Liaison for the Ministry. To identify the appropriate staff person contact the Parish Office Manager.
2. Pulpit announcements are to be scheduled in advance. Dates fill fast.
3. Scheduling dates and times will consider liturgical activities, impact and other occurrences scheduled at Mass times.
4. Ministry activity requesting announcement should pertain to the greater population of the parish.
5. One Mass announcement per Ministry activity can be requested. Due to the demand for announcement opportunities, multiple “personal” announcements cannot be approved.

Announcement Format

1. Once scheduled, a draft of the ministry announcement must be submitted and approved by the Parish Life Director. In the absence of the Parish Life Director, the chain of approval is the Staff Liaison, then the Director of Liturgy.
2. Announcements are to be presented by one individual. Multiple speaker increase the length of the announcement.
3. Announcements are to be brief, communicating the basics and referring parishioners to the bulletin for details.
4. No skits. This increases the length and complexity of the announcement.
5. Announcements are to be less than 2 minutes. (Approximately 500 words)

6. Speakers should be assigned for each mass and the names of the speakers provided to the Director of Liturgy and Staff Liaison no less than a week in advance of the announcement. This provides the names for inclusion in the Presider's book, enabling the Presider to invite the speaker forward at the allotted time.
7. Speakers are to sit up front near the cantor microphone (near the choir) to expedite the time to come forward.