



Announcements at Mass Policy

The purpose for the community gathering for the Sunday Liturgy is to celebrate the Eucharist and offer praise and thanksgiving to God. While it may seem an opportune time to inform parishioners about the opportunities available to them in the parish or to support worthwhile organizations, too many or lengthy announcements are a distraction from the actual purpose for gathering.

In order to provide ministries with the opportunity for promotion at Mass, while maintaining the sacredness of our gathering to celebrate the Liturgy, the following policy governing pulpit announcements is observed. Please review the policy to make sure you understand the guidelines for announcements at Mass.

- Announcements at Mass are only for those events happening immediately following the Sunday Mass (i.e. coffee/donuts) or that week, such as special liturgical days (i.e. Holy Day);
- Maximum of 2 announcements per Sunday (not including liturgical announcements); and any emergencies or cancellations would be announced as necessary. The Director may make an exception to the number for a special need.
- Announcements are subject to edit for length and content. Information available in Flocknote and the bulletin will not be included at length in verbal announcements.
- There will be no “standing announcements.” A verbal announcement will be included only if it is submitted before the deadline and meets the criteria above.
- Request deadlines follow the bulletin deadlines which can be found on ccwauk.org/bulletin.

Flocknote, Facebook, bulletin, monitors, and the website make up our communication platforms and are **more effective** than Mass announcements.

Please note the following emails for community communication:

bulletin@ccwauk.org Requests sent to this email are reviewed (during office hours) and, upon approval, included on the appropriate forms of communication listed above.

communication@ccwauk.org This email is the community’s public email address and is used as a one stop email to send questions and requests. Emails received are reviewed and forwarded (during office hours) as necessary to the appropriate person or ministry.

The following policy has been updated in January, 2022 and was initially formed by our priest team and Directors in March 2019.