

## PULPIT ANNOUNCEMENT REQUEST

**PLEASE NOTE:** Announcements are made by either the Pastor or Presider immediately following Communion. Pulpit announcements need to be submitted to the Liturgy Office by the Tuesday before the weekend it is to be announced. This allows enough time to be reviewed and translated (English to Spanish, or Spanish to English). If a ministry would like to make its own announcement, then a Liturgical Calendar Request needs to be proposed (using the Liturgical Calendar Request Form). Your concept proposal must be received by the designated SMM staff member or lay oversight committee ***at least 6 weeks before the intended liturgical event or presentation.*** Please return both the Pulpit Announcement Form and the Liturgical Request form to Mark Ayers in the Liturgy Office (MAyers@StMaryMagdalen.org or 407.831.1212 x253).

Liturgical Event requested: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Contact & Phone/E-mail: \_\_\_\_\_

PLEASE MARK THE MASSES IN WHICH THE PULPIT ANNOUNCEMENT SHOULD TAKE PLACE:

- Weekend Liturgies:  
Saturday:  5PM  7PM  
Sunday:  8AM  10 AM  12NOON  6PM
- Weekday Liturgies:  
 Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  
 7AM  8:30AM  7PM (Thursday only)
- Announcement after Communion (Please provide copy of talk to Mark Ayers 5 days prior to the weekend – the Tuesday before the weekend.) Please note, it should be no more than 3 sentences or 50 words. Fr. Charlie reserves the right to modify the wording.

Respectfully submitted by:

\_\_\_\_\_

*Friendly reminder: Remember to meet the deadline for this request – no later than 6 weeks prior to the event or presentation. Spaces fill-up fast!*

For Office Use Only:

Approved by Mark Ayers/Liturgy Office:  Approved  Not Approved

\_\_\_\_\_

Signature

\_\_\_\_\_

Date