

ST. THOMAS MORE  
SUNDAY MASS ANNOUNCEMENT  
GUIDELINES

1. A mistake was made in the bulletin and there is not time to correct it in a future bulletin (*i.e., the bulletin states Communal Penance Service will be held Tuesday evening at 7:30 – however, the correct start time is 7:00 pm*).
2. An event did not make the bulletin and the impacted people could not be contacted otherwise (*i.e., water pipe broke in More Hall Saturday morning so all events scheduled in More Hall for this coming week have been cancelled and will be rescheduled later.*)
3. An event that made the bulletin but is of great importance so there should be a reminder read or at least a comment to see the bulletin for more details (*holy day Mass schedule, change in daily Mass schedule or location, Communal Penance Service, Seton Center Food Collection or sign up for monthly Seton Center Luncheon, etc.*)
4. Anything that is happening immediately after Mass that is a benefit to our parishioners or aids our parish mission of providing a welcoming, inclusive and loving community (*town hall meetings, blood pressure checks, Ministry Fair, coffee and donuts – however, no mention that donations are appreciated as that is well known and there is always a sign on the table before you get to the donuts*).
5. Items for sale guidelines: Note that fundraisers should be conducted at ALL Masses or at NONE of the Mass on a particular weekend.
  - a. Items that are sold every week would be announced once a month in a generic message without using the words sale, selling, etc. – something like “Religious items, SCRIP tickets, (and whatever else), are available in the Narthex after Mass”. Detailed information on these items should be published from time to time in the bulletin and posters can be displayed in the Narthex at the appropriate table for that item.
  - b. Items that are sold one weekend or a very limited number of weekends to support our school, a Parish organization, or some other Catholic organization (*i.e., Cristo Rey, etc.*) would be announced on the appropriate weekend(s) but would need prior approval from Fr. Don.