Announcements within the Sunday Liturgy at American Martyrs Catholic Community

Policy and Procedure

We strongly encourage parishioners to read the Sunday Bulletin and visit our Website for complete details of the various parish and outreach events. Below you will find a list of policies, procedure and criteria for what is be presented to the assembly as an announcement at the conclusion of the Liturgy.

• The written request must be submitted at least two weeks prior to the Sunday on which the announcement will be made to Dottie Arias, Facilities Coordinator/Parish Center Administrator, (310) 545-5651 X 294 dottie@americanmartyrs.org
• The announcement should be kept to 25 words and the written request for the announcement can be edited before given.
• The announcement made by the ministry representative or Lector must be appropriate for the whole parish community and support our mission as the Body of Christ.
• Times and locations for parish funerals and vigils are included in the announcements.
• When events are taking place immediately following the liturgy an announcement can be made by the Lector so that the assembly is alerted to the opportunity to attend or stop by e.g. Pancake Breakfast, Coffee and Donuts, Blood Drive, Welcome Table for New Parishioners, etc.
• Many parish-wide events regularly require a speaker announcement and will be planned for appropriately with other requests e.g. Stewardship Commitment Renewal, Parish Fair, Family to Family project, Men and Women’s Cornerstone retreats, RCIA witness talks, Together in Mission appeal, etc.
• A brief 2-min presentation (written and reviewed for approval) can be given by a ministry representative or be included within the announcements made by the Lector. There is a limit to having no more than two speakers besides the Lector making announcements at each Liturgy.
• Just because someone has not met the deadline for including a ministry announcement in the bulletin does not give them blanket permission to make an announcement. Please plan ahead for your ministry.

For further information or clarification contact Monica Hughes, Liturgy Director, (310) 545-5651 x361 mhughes@americanmartyrs.org