

Guidelines for Making Announcements by Ministries

1. Preparing the announcements:
 - a. We have Mass at 5:30PM on Saturday, 7:00AM (bi-lingual), 8:30AM, 11:00AM, 1:00PM (Spanish language), and 5:00PM.
 - b. Most announcements are between 50-75 words or less. In rare cases, they can be no more than 100 words, as there are many things happening at St. Philip, and we do try to keep the announcements short!
 - c. Announcements must be submitted using our Communication Request form found online on the St. Philip website Forms & Registrations tab, <https://StPhilipFranklin.com/#forms>
2. If your ministry is to make the announcements:
 - a. You must be scheduled well ahead of the weekend that you want to read the announcements. Contact Kim at 615-585-2494 to get on the calendar.
 - b. We have Mass at 5:30PM on Saturday, 7:00AM (bi-lingual), 8:30AM, 11:00AM, 1:00PM (Spanish language), and 5:00PM. If there is a Mass when a ministry member is not present to make announcements, please let Kim know so the Lector is aware.
 - c. Whoever is coming to read the announcement will read ALL the announcements, not just the one for your ministry.
 - d. A note will be posted over the announcement books with the announcements and at the Liturgical Ministry sign-in stand. But please check with lectors BEFORE Mass to let them know you are going to do the announcements. (We don't want 2 people headed to the ambo at the same time. 😊)
 - e. The Announcer is to go to the Altar and sit in one of the chairs behind the ambo as the Eucharistic Ministers are returning to the Altar at the end of Communion.
 - f. When Father is seated and after the music has ended, the announcer approaches the ambo, retrieves the white notebook underneath if it is not on the top of the ambo and begins the announcements.
 - g. Please read all the announcements. If there is someone coming forward to take the Vocation Cup, just pause a moment and continue to read while Father talks to them about the cup.
 - h. Your ministry announcement will generally be the last item. The announcer introduces themselves as part of the ministry they are representing and then reads the ministry piece.
 - i. Return to your pew.
 - j. THANK YOU FOR ALL THAT YOU DO for the people and parish of St. Philip!