Bulletin Guidelines

1. Please try to make articles **150 words or less**. Please send in Word format with **Times New Roman size 11 font.**
2. Articles need to be in **no later than the end of the day Wednesday, 11 days before the actual bulletin date.**
3. Articles **should not run for more than 2 consecutive weeks**, with the exception of the Faith Formation pages.
4. Due to the number of articles for each bulletin, it may be necessary to edit some of the wording so that everything that needs to go into the bulletin in a timely fashion will fit. Articles may be postponed from running if time allows so that items that are more time sensitive can be printed.
5. Full and half page articles are designed to only run once. They are reserved for parish-wide events and must be reserved two weeks ahead of time. The request for full and half page articles are approved on a space available basis.
6. Please submit all bulletin articles to Julia Turner at [juliat@stmatthewcatholic.org](mailto:juliat@stmatthewcatholic.org) or in writing and delivered to the Church Office.
7. Outside the parish articles will only run space available and at the discretion of the pastor. Parish news will take precedent.