

Bulletin Guidelines

1. Clergy, staff and ministry leaders are the only individuals who may submit bulletin articles.
2. Please try to keep articles at **150 words or less**. Send in Word format with **Times New Roman size 11 font**.
3. Submit articles **no later than the end of the day Wednesday, 11 days before the actual bulletin date**. Please note that just because an article is submitted by the deadline, this does not mean that it will run as requested. Items that are more time sensitive may take priority.
4. Articles **should not run for more than two consecutive weeks**.
5. Articles for the Faith Formation and Adult Faith Formation pages (Pages 8-11) must be submitted to those departments for approval and inclusion.
6. 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.
7. 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.
8. Please submit all bulletin articles to Julia Turner at juliat@stmatthewcatholic.org or in writing and delivered to the church office.
9. Outside the parish articles will only run as space is available and at the discretion of the pastor. Parish news will take precedent. As of January 2016, we have stopped advertising events that are not sponsored by the diocese or other parishes. This policy arose as a result of the number of requests and was implemented in the spirit of fairness.