

## Bulletin Guidelines

1. Clergy, staff and ministry leaders are the only individuals who may submit bulletin articles.
2. Please try to make articles **150 words or less**. Please send in Word format with **Times New Roman size 11 font**.
3. Articles need to be in **no later than noon on the 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, Youth Ministry and Adult Faith Formation pages (Pages 6 and 7) 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. 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.