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Bulletin Announcements

1. Bulletin announcement must be submitted to the Parish Office by Tuesday, 4:30 pm, prior to the Sunday when the announcement will appear. Announcements may be submitted via e-mail to mccuskers@gs.ptdiocese.org, faxed to 894-6912, dropped off during office hours or mailed.
2. It would be helpful if electronic submissions were prepared in Times New Roman 10 font, Microsoft Word.
3. Announcements may be modified by the Parish Secretary to fit available space. Parish announcements will supersede community announcements if there is not sufficient space for all announcements. Announcements should be no more than 100 words. If possible, use “word count” function in Microsoft Word to count number of words.

Flyers

1. Flyers must be submitted to the Parish Office by Tuesday, 4:30 pm prior to the Sunday when the flyer will appear.
2. A limited number of flyers will be permitted in each bulletin. Flyers should be one sided. Parish event flyers will be given priority over Diocesan and other informational flyers.
3. If you wish to assure that the flyer appears on the Sunday requested, please contact the Parish Office as soon as you know the details. Flyers will be inserted on a first come-first serve basis unless an exception is made by the Pastor.
4. Flyers may be submitted electronically in Microsoft Word, Microsoft Publisher or as a pdf file to mccuskers@gs.ptdiocese.org.

Banners and Posters

1. Banners or posters may be placed in the area outside of the church subject to approval by the pastor. No posters are to be placed in the vestibule area of the church except for liturgical scheduling.
2. Placement of banners at the Thomasville Road entrances must adhere to the City of Tallahassee Sign Ordinance concerning temporary signage:

Temporary signs for public/semipublic events or functions. (Article III, Div. 1. Sec 7-63, City of Tallahassee code).

A non illuminated temporary sign announcing any public, charitable, educational or religious event, issue or function may be allowed on the site of the sponsoring public, charitable, educational or religious institution and on the site of the event, issue or function itself. Signs shall not exceed 32 square feet in area. Signs shall not be utilized for more than 60 days. The sign shall be located wholly on private property and shall be at least five feet from any right of way, and 15 feet from side property lines.

3. The property Right of Way is marked by stakes with red reflectors on the top on the Thomasville Road side.

Brochures

1. The Good Shepherd Welcome Wagon is kept in the Parish Center during the week and moved to the courtyard outside of church during weekend Masses.
2. Each ministry is assigned a slot on the Welcome Wagon for a folded brochure, 8 ½ by 3 ¾ . Slots are labeled with the ministry name. Additional brochures may be stored in alphabetical order in boxes behind the doors of the Welcome Wagon.
3. Brochures are printed and maintained by the individual ministries. Ministry brochures should be submitted to the Parish Office for approval.
4. No brochures should be placed in the church vestibule. The book rack in the vestibule is reserved for religious books and liturgical materials, such as children’s Mass resources.

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Announcements at Weekend Masses

1. All announcements at weekend Masses (ambo and choir) must be scheduled through the Parish Office.
2. A maximum of three (3) announcements will be scheduled to be given from the ambo at the end of Mass. Announcements of events where there is activity after Mass (such as ticket sales) will be given priority.
3. Announcements must be one minute or less, and should be written out and timed before delivery.
4. It is recommended that announcements use the same wording at each Mass and that Ministry Leaders review the announcements for their ministries prior to the announcement being given.
5. Brief announcements can also be made by the Choir Directors at the end of Mass. These announcements should be no more than two sentences and must be submitted to the Parish Office by noon Friday. A maximum of 4 choir announcements will be scheduled each week. No announcements will be accepted by the choir directors at Mass except for an announcement about Coffee after Mass.
6. One (1) weekend announcements per event can be made from the ambo. One (1) choir announcement can be made per event unless ticket sales are taking place after Mass.
7. Announcements at the 5:30 pm and 8 am Masses should be more traditional. All announcements should be tasteful and respectful.

Good Shepherd Web Site

1. The Good Shepherd web site, www.goodshepherdparish.org, is maintained by Parish Staff. To place information on the web site, please contact the Parish Office.
2. Although it is easy to design a free web site, parish events and ministries should be advertised through web sites maintained by parish staff. In this way, events are directly connected to Good Shepherd and oversight can be maintained so that parishioners are protected from advertising and malicious spyware. In addition, parishioners will be viewing other parish information rather than information from an outside vendor.
3. Upon request, web pages for each parish ministry can be designed and will be maintained by parish staff.
4. Links to outside ministries such as Catholic Charities, Good News Outreach etc., can be placed on the web site under that ministry's information.

Good Shepherd Facebook Page

1. Good Shepherd maintains Facebook pages. *Good Shepherd Catholic Parish Tallahassee* and *GoodShepherd LifeTeen*.
2. The pages are administered by Parish Staff.
3. Parishioners may post information on Facebook pages that is related to parish ministries and events, Diocesan ministries and events and faith-based community events.
4. Inappropriate posts will be removed by the administrator.
5. Ministries may not design a separate Facebook page using the name Good Shepherd, or designating anywhere on the Facebook page that they are a ministry of Good Shepherd. All Good Shepherd related ministries can post on the Good Shepherd Parish page to advertise events.

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Revision History

Revision Number and Date	Description of Change
Rev. 1, 10/04/07	Add that flyers should be one page
Rev. 2, 9/8/11	Limit choir announcements to 4. One choir announcement and one pulpit announcement per event. Additional information about Good Shepherd website and Facebook. Information about banner placement and sign ordinance.