



Bulletin Policy and Procedure

- Bulletin items are **due by noon Friday** previous to the weekend that you want to have them published. (Except when a holiday occurs. You will be informed in advance). See schedule in back of this page.
- Please send all items to Ann Acosta at **parish.bulletin@sfxphx.org**, please let her know which week(s) you would like the posting to run, this includes any items that you are considering as a bulletin insert. Communications, working with ministry head or staff liaison will determine the way(s) that a program/event will be marketed.
- Each ministry or department is responsible for submitting their own bulletin information. The bulletin is a great tool to utilize to promote and give information about your group or ministry. Please look at you upcoming events and plan accordingly in order to get items in on time.
- If you need something to be translated into Spanish please send it to Ann Acosta so she can get it translated. Please allow one week to have this done.
- Parish ministries and programs will be accommodated first, then any other outside groups that submit information space permitting and at the discretion of staff.

Bulletin deadlines for 2012

You must have your copy/announcement to parish.bulletin@sfxphx.org by NOON on this date.	In order to have your announcement in this weekend's bulletin.
Friday, February 3 rd	Sunday, February 12 th
Friday, February 10 th	Sunday, February 19 th
***Expanded Bulletin Monday, February 13th	Sunday, February 26 th (1 st Sunday of Lent)
Friday, February 24 th	Sunday, March 4 th (2 nd Sunday of Lent)
Friday, March 2 nd	Sunday, March 11 th (3 rd Sunday of Lent)
Friday, March 9 th	Sunday, March 18 th (4 th Sunday of Lent)
***Expanded Bulletin Monday, March 12th	Sunday, March 25 th (5 th Sunday of Lent)
Friday, March 23 rd	Sunday, April 1 st (Palm Sunday)
Friday, March 30 th	Sunday, April 8 th (Easter Sunday)
Thursday, April 5th	Sunday, April 15 th
Friday, April 13 th	Sunday, April 22 nd
***Expanded Bulletin Monday, April 16th	Sunday, April 29 th
Friday, April 27 th	Sunday, May 6 th
Friday, May 4 th	Sunday, May 13 th
Friday, May 11 th	Sunday, May 20 th
***Expanded Bulletin Monday, May 14th	Sunday, May 27 th (Pentecost Sunday)
Friday, May 25 th	Sunday, June 3 rd (Most Holy Trinity)
Friday, June 1 st	Sunday, June 10 th (Corpus Christi)
Friday, June 8 th	Sunday, June 17 th
***Expanded Bulletin Monday, June 11th	Sunday, June 24 th (St. John the Baptist)

***** *bolded and italicized dates denote early deadline dates.***