



**Pulpit Announcement Request**  
**St. Mother Teresa of Calcutta Catholic Church**

(951) 325-7707

Request **MUST** be turned in by Wednesday prior to the weekend it is to be announced

**We reserve the right to edit/change or delay any request as needed.**

Please return completed form to Ann Berkshire; e-mail to:

aberkshire@smtoc.church or fax to (951)325-2306.

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

Ministry/Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

To be announced in:      **English**                      **Spanish**                      **Both**                      (CIRCLE ONE)

Announcement to be:      1)Read by lector      2)Personal Address to congregation\*\*      (CIRCLE ONE)

Date/s Requested: \_\_\_\_\_ (2 WEEKS MAXIMUM)

**\*\* Requires submission of script—announcement needs to be 2 minutes or less. Please provide name of presenter (s). If no script is submitted, request will not be processed.**

Announcement as follows (please print clearly):

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**Office Use Only**

Date Received: \_\_\_\_\_ by:      Fax      Email      Other \_\_\_\_\_

Received by: \_\_\_\_\_

Approved by: \_\_\_\_\_      Not approved \_\_\_\_\_

Notes: \_\_\_\_\_

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