Pulpit Announcement/Flocknote 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 in person to parish office or e–mail to:
forms@smtoc.church. You may also complete online form at www.btocchurch,
resources tab, forms-office

Submitted By:_____   Date:_____

Ministry/Organization:_____   Telephone:_____

Email:_____

To be announced in: ☐ **English**   ☐ **Spanish**   ☐ **Flocknote***   ☐ **All**   (Check all that apply)

Announcement to be: 1)Read by lector   2)**Personal Address to congregation**** (Circle one)

Date/s Requested:_____(2 WEEKS MAXIMUM)

*   **All Flocknote communication will be in English unless you provide translated material.**

** Requires submission of script—<u>announcement needs to be 2 minutes or less</u>. **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:_____
_____
_____
_____