

Corpus Christi Weekly Bulletin
Policy & Procedure:

1. Please send your bulletin announcement to the Parish Center Office no later than 12 noon the Monday prior to publication. It can be faxed or dropped off to the Parish Center but the preferred method is by e-mail to corpuschristibulletin@yahoo.com with the word "bulletin" in the subject line. Thank you for your cooperation!
2. Announcements must be received in the Parish Center Office no later than 12 noon Monday prior to publication if you wish it to appear the following weekend.
3. Depending upon the length of the announcement, editing may be necessary.
4. Each parish organization should appoint one person to submit announcements.
5. When listing contact persons and telephone numbers, please list no more than two.
6. Announcements may appear for 2 successive weeks (unless space becomes available).
7. After an announcement for a monthly meeting/activity, or a request for volunteers, etc, has appeared in the bulletin, it must be re-submitted to announce any subsequent meetings/activities/requests/etc. We cannot accept pre-dated lists of announcements.
8. Always double check the spelling of names & addresses and check the accuracy of telephone numbers and date(s) of the activity.
9. Prayers for the sick: These requests can only be made by a family member. The Parish Ministry Office (215-368-5750) is the best contact to request your relative be added to the list. We reserve the right to edit the list on occasion for the sake of brevity or long term illness.
10. We do not accept announcements of various services offered or needed. (e.g. babysitting, nursing care, furniture/appliances for sale, etc)
11. High School Scholastic Awards, Scholarships, etc: Names of students, submitted to us by the school, will appear only upon the completion of the school year.