



**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/delay any request as needed.**

Please return completed form to Parish office (1) via e-mail to forms@smtoc.church, or  
(2)bring to parish office. You may also complete form on line at  
www.btocchurch, resources tab, forms-office.

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

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

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

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

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

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

Announcement to be: 1) Ready by Lector 2)Personal Address to Congregation \*\* **(CIRCLE ONE)**

Date/s Requested: \_\_\_\_\_

(2 WEEKS MAXIMUM)

**\*\* Requires submission of script**-announcement 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Office Use Only**

Date Received: \_\_\_\_\_ by: Drop-Off Fax Email

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

Approved by: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_