

The Messenger Monthly Insert Form

Today's Date _____ Person submitting insert _____

Phone number where you can be reached _____

Dates insert should appear:

Month to insert item _____ Through _____

**Note: If insert is handed in later than the 15th of the month, your item will not appear in the Messenger until after one month has passed.*

Below are headings that are used in the Messenger. **Please circle one or more of these headings to tell us where you would like your article to appear.** If you do not circle it, your article will not appear in that section. If there is nothing to put in any particular section, the entire section will be omitted for that month.

Calendar	Community Happenings	Items of Interest
Long Range Planning	Property Committee	Social Concerns
Stewardship	From the Office	Youth
Personnel Committee	Board of Parish Ed	Gifts and Memorials

Please write out your article exactly **as you would like it to appear.** There is more room on the back if you need it.
