

**BHUMC BULLETIN and/or PULPIT ANNOUNCEMENT**

Request for print on: SUN - \_\_\_\_\_ SUN- \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

For (Ministry Name): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

For (check one): Bulletin \_\_\_\_\_ Pulpit \_\_\_\_\_ Both \_\_\_\_\_

*REMINDER: As a courtesy to others who are submitting announcements,  
please keep the length of your announcement to 35 words or less.  
**(PLEASE PRINT)***

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**Vision Area Chair Signature:** \_\_\_\_\_ **Clergy Signature:** \_\_\_\_\_

This form must be turned in to the church office **NOT LATER THAN 14 DAYS** prior to the pulpit request and/or publication date. We cannot assume responsibility for announcements that are not signed by a vision area chair and/or clergy prior to submission to the church office. Thank You!!

*Email approved announcements to: [announcements@benhillumc.org](mailto:announcements@benhillumc.org)*

**Pulpit Announcement Limit = Five (5)**

**Clergy will not accept impromptu announcements on Sunday morning.**

FOR OFFICE USE ONLY: (please do not write below this line)

Received: _____	Approved: _____ Denied: _____
First Publication Date: _____	Reason: _____
Second Publication Date: _____	_____
Other: _____	_____
_____	_____