



# St. Raphael the Archangel Catholic Church

Submit an article for the bulletins and the website by email, mail, or drop-off.

General Instructions for Submitting Bulletin Items:

- All bulletin articles must be submitted by noon on Monday to be included in the next week's bulletin. Please note that bulletin articles are subject to editing.
- If at all possible, please submit bulletin items as Word attachments.
- The text should be in Arial, 10pt font and written in paragraph form.
- The title of the announcement should be in BOLD, UPPERCASE lettering.
- The rest of the text should be in plain lettering.
- Please check spelling and grammar before sending items.
- If you are including dates, please write it out in full (October 1, rather than 10/1 or Oct. 1) there is no need to put the year unless the event occurs next year.
- Contact phone numbers should only include the area code if it is NOT (919) Your assistance with this is very much appreciated!

*SAMPLE:* **BULLETIN ANNOUNCEMENT!** I am submitting this bulletin announcement on October 1 at 9am. I will be submitting another bulletin announcement soon. If you would like to submit one too, you can call me at 865-5731 or email me at ...

St Raphael the Archangel Catholic Church  
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Raleigh, NC 27609

English Bulletin	Boletine Español	Website
	Rafael Guarnizo	Patricia Parrish
straphael_bulletin@raldioc.org	spanishb@saintraphael.org	straphael_membership@raldioc.org
865.5731	865.5727	865.5736