

**Our Lady of Lourdes Parish
Mountainside, NJ
Bulletin Board Policy**

I. Policy

The purpose of the bulletin boards and other posted displays at Our Lady of Lourdes is to provide information to parishioners concerning matters relating to the church's religious and charitable purposes.

In many cases, space limitations make it impossible to post all materials sent to the church for display or to keep them posted indefinitely. The space is appropriated as broadly as possible to information of general interest to parishioners. In order to avoid confusion among members and a widely divergent interpretation of the policy, certain restrictions have been made about materials which can be posted.

II. Responsibilities

The Parish Pastoral Council shall be responsible for recommending revisions to the Pastor , as appropriate.

III. Organization/Administration

The following rules and regulations have been established with regard to the use of the church's property for the posting of signs, notices, etc.

- a. The church may not participate in, nor appear to sponsor, any program whose major purpose is to espouse a particular political viewpoint.
- b. Product notices or sales materials relating to profit-making organizations cannot be posted under any circumstances nor can information about goods or services sold for profit by individuals, groups or companies. Profit-making institutions may not use church bulletin boards to advertise.
- c. Not-for-profit and community groups may post fund raising material if the funds are for a designated purpose, and the purpose has specific dates associated with its efforts.
- d. Because of limited space, signs and posters must be no larger than 11 x 17 inches. Poorly made posters or flyers will not be posted regardless of the nature of the program. The Pastor and/or his designee shall be the sole arbiters of posters /flyers being posted.

- e. Personal notices for housecleaning, babysitting, tutoring, lost and found items, pets, garage sales, estate sales, Tupperware or similar parties, job searches, autos for sale, etc., will **NOT** be posted.
- f. Our Lady of Lourdes reserves the right to refuse to post anything in conflict with the religious and charitable purposes of the church.
- g. Signs and posters will be displayed only on approved bulletin boards. Nothing may be taped, stapled, glued, pinned or otherwise attached to walls, windows, doors, or other unapproved surfaces.
- h. Free standing postings (posters on easels) must be approved on an individual basis.
- i. Signs and posters from outside community groups may be placed on this board subject to the rules set forth above and approved by the Pastor and/or his designee.

IV. Procedure

- a. All items for posting will be presented to the Parish Office in a format ready for posting (single sheet, appropriate size, nothing on the back). Notices posted or left on tables without authorization will be removed and discarded.
- b. Posters and signs will be removed by the Office Assistant or Office Manager immediately after the event being promoted has taken place. Once notices are removed, they are discarded.
- c. If space becomes an issue, notices of events more than 30 days in the future will take lower priority and may be temporarily removed.

Approved Locations of Bulletin Boards

**School hallway
Front Vestibule
Support Pillars in Pollard Hall**