

# **Bonhomme Presbyterian Church 2005 Communications Manual**



BONHOMME PRESBYTERIAN CHURCH  
*Communications Ministry*  
*April 2005*

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## **BONHOMME PRESBYTERIAN CHURCH**

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Purpose of this manual:

The purpose of this manual is to help Communication Representatives (CR) or group leaders within Bonhomme Presbyterian Church understand the processes and procedures to use the multiple communications channels throughout the church. It is designed to help individual groups better communicate information both inside and outside Bonhomme Presbyterian Church.

In order to increase the accuracy and to save time, the preferred method of conveying information to be used in any of the Medias is to email a Microsoft® Word document or compatible document type.

The staff reserves the right to edit the content as might be required to fit the space allocated.

Bonhomme Presbyterian Church has a not-for-profit status. To remain as a not-for-profit organization, no advertisement or products or establishment endorsements can be published.

### 1. Traditional Worship Service:

#### a. Review the process to update information into the Kirk Kalendar

All articles for the Kirk Kalendar are due by 12:00 pm on Tuesday of each week. All articles are to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171.

#### b. Review the process to get information into the service bulliten as an insert

Material intended to be inserted into the Sunday program must be submitted to Irma by 9:00 on Monday mornings. All information is to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171. The Traditional Worship Planning Team has final say on whether the material goes into the program as an insert. The Traditional Worship Planning Team meets on Monday mornings.

#### c. Review the process to get information onto the information table

Material intended to be paced on the information table must be submitted to Irma one week in advance, prior to it going on the information table. All information is to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171. Clara and Max Hagerman currently manage the information table and will receive the requested material from Irma and will make the final decision as to the appropriate nature of the material for the information table. Specifics of how long the information stays on the table and the placement of the information will be worked out between the Hagermans and the requesting party.

#### d. Review the process to get a temporary information table set-up

A request to set-up a new information table must be submitted to Irma one week in advance, prior to a new table being set-up. All requests must to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171.

### 2. Contemporary Worship Service:

#### a. Review the process to get information into the service program

This is considered an in-house document, thus there are less restrictions on the type of content that can be published in the Sunday program. All articles or information requests are due by 12:00 pm on Tuesday of each week. All articles are to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171.

#### b. Review the process to get information into the service program as an insert

Material intended to be inserted into the Sunday program must be submitted to Irma by 9:00 on Monday mornings. All information is to be submitted to Irma Holycross in writing, by either e-mail

at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171. The Contemporary Worship Planning Team has final say on whether the material goes into the program as an insert. The Contemporary Worship Planning Team meets on Tuesday mornings.

- c. Review the process to get information into the slides before and after the service

Material intended to be published as slides from the projector on Sunday mornings must be submitted to Irma by 9:00 on Tuesday mornings. All information is to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171.

- d. Review the process to get information onto the information table

Material intended to be placed on the information table must be submitted to Irma one week in advance, prior to it going on the information table. All information is to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171. Suzy Gaeddert currently manages the information table and will receive the requested material from Irma and will make the final decision as to the appropriate nature of the material for the information table. Specifics of how long the information stays on the table and the placement of the information will be worked out between the Suzy and the requesting party.

- e. Review the process to get a temporary information table set-up

A request to set-up a new information table must be submitted to Irma one week in advance, prior to a new table being set-up. All requests must be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171.

### 3. Website:

- a. Review the process to update information on the website

Information to be added or modified to the church web site must be submitted by email to the webmaster via [webmaster@bonpres.org](mailto:webmaster@bonpres.org). Information can also be submitted via an on-line form at [www.bonpres.org](http://www.bonpres.org). All attachments must be Microsoft Office compatible or .jpg format.

Please send to webmaster or submit on-line form seven days in advance of publication.

- b. Review the process to update information on the website calendar

All information desired to be added or modified in the web calendar must be submitted via email to Irma Holycross, at [iholycross@bonpres.org](mailto:iholycross@bonpres.org)

### 4. General:

#### a. Review the process to publish information in the Pioneer Press

The Pioneer Press is published monthly for the congregation, visitors, and the community of Bonhomme Presbyterian Church. Story ideas and articles must be submitted by the 15<sup>th</sup> of each month, for publication in the following month's edition. All requests must to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171. All material is subject to editing and evaluation process for appropriateness into the Pioneer Press.

There is a review process before final printing. If you have a question of whether or not your material is appropriate, please submit the request to Irma before the 15<sup>th</sup> deadline.

1. Submissions are limited to **200 words** for an all-church event or clergy staff, and **150 words** for all other submissions. All information should have the name and phone number of the persons submitting the information, as well as issue in which the information is to be published. Any information received without this information will not be published.
2. We do not print information about programs or activities that do not fall under our Session. No mention of alcohol is ever permitted. This includes mention of "Happy Hour," "...bring your own beverage," etc.
3. The editor reserves the right to edit all material for appropriate content, grammar, punctuation, and spelling. The editor is also responsible for placement and font of all submissions to ensure an appropriate layout for the published work as a whole.
4. Any information that could be interpreted as an advertisement for a for-profit organization cannot be printed, as this would jeopardize our "Second Class, Nonprofit Bulk Mailing" status.
5. Each item submitted is eligible to appear in two issues of the Pioneer Press. Please be specific of the issue dates in which information should appear.
6. All information must be submitted in writing by the deadline date. No information can be accepted as dictation over the telephone.

#### b. Review the process for posting fliers throughout the church

No announcements or fliers are to be posted on any doors or windows. A copy of the new flier must be submitted to Irma one week in advance, prior to it being posted. All requests must to be submitted to Irma Holycross in writing, by either e-mail at [iholycross@bonpres.org](mailto:iholycross@bonpres.org) or fax at 636.530.1171.

Approval must go through Irma first and must be associated with church functions. Material to be posted must contain a "remove after date" in the bottom right hand corner, indicating the date the flier needs to come down. Please contact Irma about the location of approved bulletin boards in the church.

#### c. Review the proper church logo and name to use on written communications

To be determined updated in the near future.

#### d. Review postal regulations for mailing official Bonhomme Presbyterian Church information

Bonhomme Presbyterian Church has a third class not for profit organization postal registration. Regulations to use this classification are enforced by the Postal Service and include the following:

- For bulk mail, it cannot be sealed.
- The return address must only contain Bonhomme Presbyterian Church

#### e. Review church resources available for printing