

Communication at Star of Bethlehem

Star of Bethlehem Church and School offers many effective ways for event organizers to communicate opportunities to our students, families, and community. Please read below to find out how to submit a request.

Before submitting your request, please consider the following:

- ★ All requests require approval from the school/church office before being posted. If your request is not approved, the reason will be communicated to you.
- ★ All requests (except bulletin board requests) must be received by email. Please refrain from a verbal request. Sending a concrete email will ensure the information is posted accurately.
- ★ Please include specific details in your request including: event dates, times, contact information, and specific wording of the “blurb.” (Help with the wording is available...please feel free to ask.)
- ★ Please be aware that due to space constraints, wording may need to be condensed or changed.
- ★ Please include the dates you prefer to have your announcement posted.
- ★ If you would like to request that your event be posted on multiple outlets (i.e. the church bulletin AND the Star Connection), it may be done in one email with the appropriate parties cc'd. Please indicate which outlets you would like your information posted to in your email. In addition, please make sure to follow each requested outlet's procedure when sending your request.
- ★ If you are unsure which category your request falls under, please feel free to contact the office for guidance.

[Church/School Website](#)

[Church Bulletins/Service Folder Announcements](#)

[Star Connection \(Weekly School Newsletter\)](#)

[Facebook](#)

[This Week at Star of Bethlehem \(Weekly Congregational Email\)](#)

[Add an event to the Church, School, & Athletic Calendar + Room/Gym Reservations](#)

Church/School Website

www.starofbethlehem.org

Webmaster: Tim Mueller tmueller@starofbethlehem.org

Assisted by: Julie Robles jrobles@starofbethlehem.org

- ★ Please email your request to Julie Robles.
- ★ If you would like a flyer linked to your information on the website, please include it in your email as an attachment.
- ★ Plan ahead. Please allow up to 3 business days for the information to be uploaded to the website.

Church Bulletins/Service Folder Announcements

Administered by: Wendy Schoeneck

Send requests to secretaries: Julie Robles

jrobles@starofbethlehem.org

Jodi Wandschneider

jwandschneider@starofbethlehem.org

- ★ Please email your request to both of the school/church secretaries, who will forward the info to Wendy Schoeneck.
- ★ Email requests must be received by Wednesday morning at 10am in order for the announcement to run in that weekend's service folders.
- ★ Requests received after Wednesday at 10am will be posted in the following week's service folders (if applicable).
- ★ Please be aware that extra insert pages will not be used in the church bulletin. All announcements will be posted on the same page.

Church and School Bulletin Boards

Administered by: Church/School Office

- ★ Please deliver your poster or flyer to the church and school office.
- ★ The office secretaries will have the posters approved by the Pastors or Principal Tim Mueller.
- ★ Once approved, the secretaries will pin the poster or flyer to the bulletin board.
- ★ To save on space and clutter, posters/flyers may remain pinned to the bulletin boards for a maximum of 3 weeks.
- ★ Please note, the bulletin boards are used primarily for Star or WELS events only.

Star Connection (Weekly School Newsletter)

Administered by Julie Robles:

jrobles@starofbethlehem.org

- ★ Paper copies of the Star Connection are sent home with students every Friday. In addition, the Star Connection is posted on the school website, and is emailed to school families.
- ★ Please email your request to Julie Robles, who will have it approved by Principal Tim Mueller.
- ★ Your request must be received by Tuesday morning in order for it to run in that Friday's newsletter.
- ★ The blurb will typically run for two weeks with a reminder one week prior to the event date.
- ★ If you would like a flyer hyperlinked to the electronic version of the Star Connection, please include it in your email.
- ★ On occasion (principal's discretion), flyers are printed and sent home to each school family. If you'd like a flyer to go home in the family folder, please request such in your email so that it may be approved.

Facebook

www.facebook.com/starschoolfam

Administered by Mike Walter: mike.walter@yahoo.com

- ★ If you have something specific to go to Star's Facebook page, please email Mike Walter with a cc to Tim Mueller (tmueller@starofbethlehem.org).
- ★ Plan ahead. You will receive an email confirmation when your requested information has been scheduled on Facebook.
- ★ Pictures are GREAT for Facebook and highly encouraged!
- ★ Please note: "Facebook-sized" photos are ideal and are good at capturing attention in newsfeeds. Full page sized "flyers" tend to get overlooked as most of the content gets "cut-off".

This Week at Star of Bethlehem (Weekly Congregational Email)

Administered by Pastor Jon Nitz: jnitz@starofbethlehem.org

- ★ Emails are sent out to the congregation every Friday.
- ★ Please email your request to Pastor Jon Nitz.
- ★ Your request must be received by Tuesday morning in order for it to run in that Friday's email.

Add an event to the Church, School, & Athletic Calendar + Room/Gym Reservations

Administered by church & school office staff

Send requests to secretaries: Julie Robles

jrobles@starofbethlehem.org

Jodi Wandschneider

jwandschneider@starofbethlehem.org

- ★ Before scheduling a room or event, please check that your date is available on the appropriate calendar. These calendars can be viewed by going to www.starofbethlehem.org/calendar
 - Fellowship Hall = Church Calendar
 - Conference Room = Church Calendar
 - Gym = Athletic Calendar
 - All other areas will be determined by secretaries
- ★ **For Gym Reservations**, please complete our Gym Reservation Form and return to the office at least 7 days in advance. Forms may be requested in the office, may be found on the athletic page of our website, or you may [CLICK HERE](#) for the downloadable form.
- ★ **For all other calendar additions, or room reservations**, please email your request to both secretaries with the following information:
 - Your Name & Organization
 - Which room you are requesting
 - Type of Activity or Event
 - Dates & Start/End Times