

Ministry Matters



Agenda

The Bulletin

Social Media

Church App

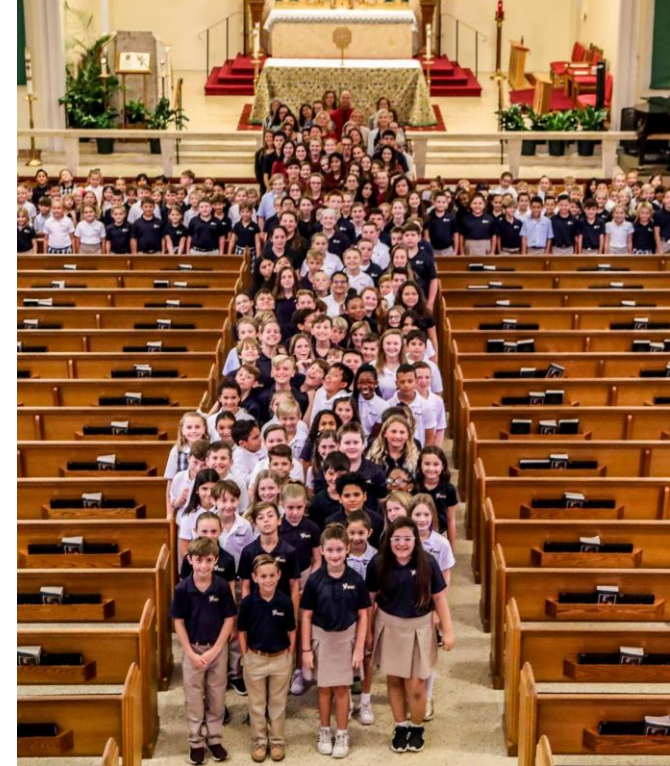
Website

Mass Announcements

Live Streams, Recordings, Video

Reserving Meeting Space

Reserving the St. Helen Bus





*We Are Here
To Help*

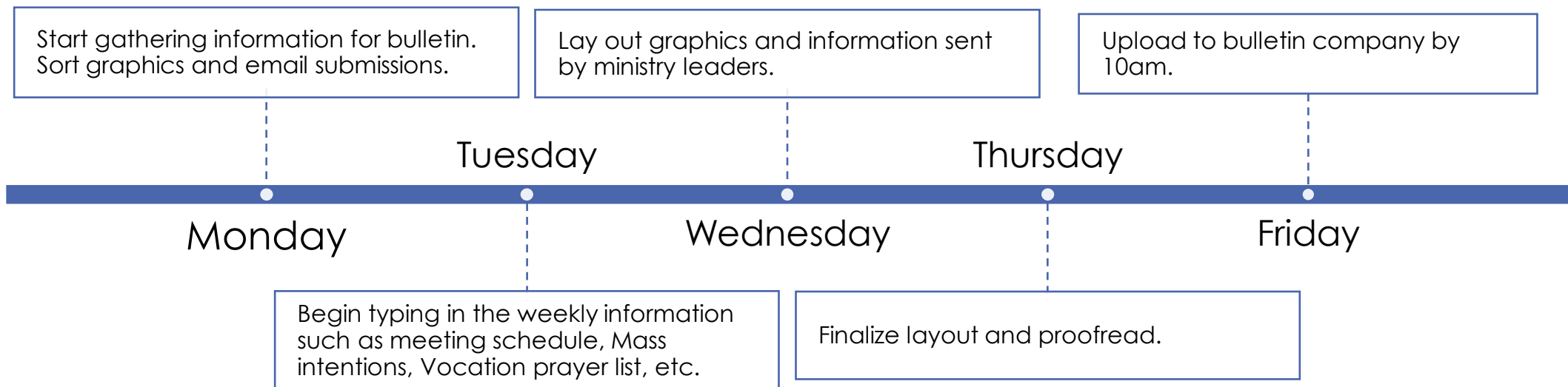
We want to help you and your ministry succeed in acquiring members, promoting events, and having an amazing season.

Bulletin

Bulletin info

- We submit the bulletin each Friday and typically receive the bulletin each Tuesday for the upcoming weekend.
- Send information in its original format such as Word so we can manipulate it to fit where we need it to go.
- PDF's need to be converted and can appear blurry in print. We don't like PDF's.
- We like jpg and png graphics.
- We are required to run certain items per the Diocese of Palm Beach each month. This includes second collection letters and Safe Environments graphics.
- **THE SOONER WE HAVE YOUR INFORMATION...THE BETTER!**

Bulletin Timeline



SOCIAL MEDIA

Did you know...

We currently do this for you:

- Promote bulletin information in our feed.
- Create FB Events and invite parishioners.
- Upload photo albums of events.

Our Social Media Audience

	Face Book	Instagram	App	Vimeo
Subscribers	2180	312	238	195
Find Us:	sthelenvero	sthelenvero	myparishapp	vimeo.com/user 109863429

Please LIKE our posts & FOLLOW our pages & SHARE our stuff

LIKE ~ FOLLOW ~ SHARE



Face Book

We have administrative privileges on the following pages. This makes it easy to add or share information quickly.

St. Helen Church

@sthelenvero

Iglesia Santa Elena Hispanos (Spanish Ministry)

@StHelenHispanic

St. Helen Council of Catholic Women

@sthelenccw

Knights of Columbus Council 5629

@sthelenverokofc

St. Helen Catholic School

@SHCSvero

LIKE ~ FOLLOW ~ SHARE

Behind the Scenes Helpers Shout out to...

We dedicate Thursdays each week on our Face Book page to Respect Life.

Susan creates engaging content focusing on Respect Life issues.



**Susan
Baldwin**



**Pat
DiGeorge**

Pat takes all of our bulletin information to create graphics, and schedules posts in a timely manner. She also creates events.

THANK YOU!



Church App

Text App to 55321

Download myParish App

Select St. Helen Vero

- We currently have 238 App users
- We have the ability to send out “text” messages to our subscribers.
- Please take some app cards for your ministry members!

PLEASE DOWNLOAD OUR CHURCH APP AND ENCOURAGE OTHERS TO DO SO

WEBSITE

- Each ministry has their own page on our website.
- Click the **MINISTRIES** tab and scroll down.
- Send us anything you want added (photos, links, meeting minutes, videos).
- Check your page and make sure the info is correct
- Add a link to the bottom of your ministry email signature directing people to your page
- We add your events to the **EVENTS** page.

www.sthelenvero.org

Mass Announcements



- We keep a calendar for booking announcements. You should book in advance if you have major events during the year.
- Schedule someone from your ministry to record if you are promoting something.
- If you have a video related to what you are promoting, please send it to us. Keep it to 4 minutes or less.
- We record in the parish office on Thursdays or Fridays based on your schedule. It takes about 10 minutes.
- If you would like to be an announcer, we frequently have some “off” weeks when there is nothing to promote. We would love to have new faces recording the announcements. Send Will your contact information. Don't be shy!
- **WILL MAKES IT REALLY EASY!**



*Live
Streaming &
Recording*

- Call the parish office to book a live stream or record an event.
- We only have 1 live stream tech. We need a few more.
- Suggested donation for a live stream is \$75 for a ministry event.

Video

- We have upgraded some of our equipment and are excited to start experimenting with video.
- We can create videos through Vimeo if you send us photos. Minimum of 20 pictures to create a decent video. Use a jump drive (we can lend you one), please don't email us a million pics.



Room Bookings

- To book meeting space at St. Helen use our reservation form.
- You can book a room directly online and it will go to the Church email address.
- You can download the form and fill it out and turn it in to the parish office.
- We will always confirm your room request. If space is not available, we will let you know.



Work Orders & Keys

- If the set up of your event requires our maintenance staff, you must fill out a work order and submit to the parish office.
- You can fill a work order out online and it will go to the Church email address.
- You can download the form and fill it out and turn it in to the parish office.
- If it's a large set up, provide a drawing if possible.
- For the Parish Hall, you may need to work with other ministries on setting up and / or breaking down the space if there are back-to-back bookings.
- Keys are issued from the parish office and should be signed out by the person running the event.



St. Helen Bus

- The St. Helen bus must be reserved in advance by filling out a bus request and submitting it to the parish office. This must be approved by Debbie Irish if it is for school use or Laura Lewis if it is for Church use.
- All costs and rules are on the bus reservation form.
- Use of the bus is dependent on the availability of a bus driver.
- Please tip your driver.

Other helpful information

Church Doors & Picnic Tables

- Call us to reserve your ministry to be outside the Church Doors or at the Picnic Tables.
- Only ONE ministry per weekend.
- Your ministry should plan to cover ALL Masses.
- Only hand out information AFTER Mass, not prior to.

Stuffing the Bulletin

- If you have something to stuff in the bulletin, call Laura to arrange.
- We will let you know how many copies of the bulletin will be ordered that for that week.
- You bring your own people to stuff on a Wednesday or Thursday in the parish office conference room.

Canva & Flock Note

- We have a non-profit upgraded FREE account with Canva to create graphics.
- We are utilizing Flock Note to communicate with Ministry Leaders and other small groups. We mainly send emails, but also have the ability to text message.

We're Here to Help

Room Bookings
Announcement
Recordings
Live Stream
Video Wall
Bus
App



Will



Laura

Bulletin
Social Media
Website
Email Blasts
App
Parish
Handbook &
Calendar

Thanks for coming!

We wish you a successful season

This slide show will be available on our website under Ministries / Communications

