

The Church Newsletter

Most churches have a Sunday newsletter. Some of them are very attractive brochures, while others are very ordinary and cheap in their appearance. There are several reasons for the newsletter. Firstly, it is there to *advertise* the various meetings coming up, particularly in the following week. Secondly, the newsletter, *communicates news* of interest to the church family. Thirdly, it brings out the *need for prayer* for the various activities going on and also giving publicity for special prayer needs.

Compiling the newsletter

There are different, useful methods employed in compiling newsletters. The problem is though, that in most churches the pastor normally either compiles this, or at least has a major input into its compilation. This can be a time consuming job if not careful.

I normally use a form like the one on the next page that makes the task extremely efficient. For example, most newsletters have a timetable of what activities are happening - where and when. Therefore, on the newsletter form, I would only insert special meetings coming up through the week. Then I cut out items from last week's newsletter, which I want to readvertise and stick them on the back of this form. Other notices to be included are also written on the back of the form. This newsletter form, along with other notices coming in through the mail are then all inserted into a folder.

Production of newsletter

A typist, (someone apart from yourself) can take the folder and alter and update last week's newsletter. A computer is useful for this, but a manual typewriter will also do. Most typists are quite able to condense any advertising material that has come in through the mail, provided it is enclosed in the folder. From there, many newsletters are photocopied one side, the other having been professionally printed with the church's logo. On the other hand, some churches regularly photocopy both sides of the newsletter, depending on how much information the people need to have.

Clip art, either pasted manually, or used with a computer software programme certainly makes the appearance more attractive. A newsletter with a professional appearance, also helps the people feel good about their church.

Newsletter

Opening comments

<u>Day</u>	<u>Date</u>	<u>Time</u>
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<u>Sunday</u>	_____	_____
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<u>Monday</u>	_____	_____
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<u>Tuesday</u>	_____	_____
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<u>Wednesday</u>	_____	_____
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<u>Thursday</u>	_____	_____
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<u>Friday</u>	_____	_____
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<u>Saturday</u>	_____	_____
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Last Sunday's offering; General \$ _____ Budget \$ _____

Rosters, etc