

Church Newsletter

Most smaller churches produce a Sunday newsletter. Some are attractively designed brochures, while others look quite plain and inexpensive. A newsletter serves several important purposes. First, it publicises upcoming meetings and events, especially those scheduled for the following week. Second, it shares news that is relevant to the church family. Third, it highlights prayer needs related to ongoing activities and draws attention to special matters requiring prayer.

There are several useful ways to compile a newsletter. However, in many churches the pastor either prepares it personally or has significant input into its production. This can become a time-consuming task if not managed carefully, so it is wise to delegate the responsibility where possible.

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. 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 with a computer's 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>
<u>Sunday</u>	_____	_____
<u>Monday</u>	_____	_____
<u>Tuesday</u>	_____	_____
<u>Wednesday</u>	_____	_____
<u>Thursday</u>	_____	_____
<u>Friday</u>	_____	_____
<u>Saturday</u>	_____	_____

Last Sunday's offering: General \$_____ Budget \$_____

Rosters, etc