

CHURCH BULLETIN

Coordinator – Lisa Parnell

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PURPOSE

The church bulletin is the first and maybe the only printed material a visitor may receive when visiting a local church. The bulletin can be an extremely effective communication tool for the local church. Creating a bulletin that gets read and used can be an art.

This project is intended to help young people develop the skills to use creative ideas and techniques to communicate information about their church to both the visitor and the regular attendees. The hope is to show another area of the church that needs creative people to be leaders.

PROCESS

Each Participant will:

- Create TWO DIFFERENT bulletins. At least one bulletin submission needs to reflect this year's LTC theme.
- Include a cover sheet (details below).
- This may be a team event. A team can consist of 2 or 3 participants.
- The Bulletin submission DOES NOT have to be published.
- Give all Bulletin submissions to the Church Coordinator.
- Church Coordinator will mail all the Bulletin submission to the Event Coordinator, as a bundle, by the Pre-convention deadline **March 1, 2018**.
- Church Coordinator will use a trackable shipping method to send the submissions. LTC-WR recommends USPS Priority Mail, www.usps.com.

The Event Coordinator will:

- Send confirmation of receipt to the Church Coordinator.
- Organize the bulletins for judging.
- Provide a Judge's Score Sheets for your three judges.
- Compile judging sheets and assign award category G, S, B, P.
- Mail all judging sheets, comment sheets, a copy of each Bulletin with its cover sheet, and all award recommendations to the Award Entry Coordinator by **March 15, 2018**.

RULES

The bulletins must be created, formatted, designed, etc. by the participant. Glean the information you need and use YOUR OWN creativity to put it together.

REQUIRED ELEMENTS:

- Date
- Order of Worship (the order of songs/elements in that day's worship service)
- Church Identification:
Church Name, Logo(?), Address, Phone Number, Website
- Contact information:
Minister's name & phone number
Who and How to contact for more info.
- Things to know before next week
Weekly schedule of activities
Upcoming events
- Welcome
- Useful Information:
Is there a nursery? (If so, where? For what ages?). Are there children's or adult classes? (If so, what time? Where are they located?)"

OPTIONAL ELEMENTS:

- Statement of Faith / Purpose
What We Believe / The Goal of Worship
- Artwork / Graphics
- Sermon outline / Place for notes
- Sermon topic description or main Scriptures
- Prayer List
- Church Mission / Vision Statement
- Guest Information: *Their information for us*

A bulletin is NOT a newsletter (Though we may add that category in the future). It needs to contain enough information without inundating the reader with needless details. It should be visually appealing: using a variety of fonts, graphics, and s p a c e can make it attractive.

THIS IS A LEARNING EXPERIENCE - (for us as well) - SO PLEASE CALL OR E-MAIL US IF YOU HAVE QUESTIONS. WE WANT YOU TO SHINE!

You are not required to come up with an order of worship. If you would like one from me, just ask. (If your Minister/Worship leader would like to help - GREAT!)

COVER SHEET should contain:

- Name
- Age/Grade
- Church name
- Church address/Phone number
- Name of Church LTC Coordinator
- Church Coordinator Email Address
- Program used: Word / Pages / Publisher / etc.
- Internet resources used

Please note if any of your bulletins were used by your church, and on what date (remember, they are not required to be used by your church). Please remember to follow any and all appropriate copyright laws. Thank you.

AWARDS

1. There will be three Judges. Comment sheets will be provided for each participant in the Take Home Packet. An award rating will be assigned based upon the three Judges evaluations.
2. Participants will be assigned a Gold, Silver, Bronze, or Participation Rating based upon the judges scores and will receive an appropriate-colored engraved plate for the individual's award plaque. A team plaque will be awarded to teams.



Bulletins



Leadership Training for Christ Church Bulletin Judge's Form	Name:
	Church:
	Grade:
Elements: Do both bulletins contain the required elements?	
<input type="checkbox"/> All are included <input type="checkbox"/> Most are included <input type="checkbox"/> Some are included, but several are missing Comment:	
Appeal: Are both bulletins visually appealing using a variety of fonts, graphics, and space?	
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Needs Work Comment:	
Theme: Does one of the bulletins reflect this year's LTC theme?	
<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:	
Info: Do the bulletins communicate important/useful information to a visitor about the congregation?	
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Needs Work Comment:	
Creativity: Are both bulletins creative or do they all mirror a boilerplate?	
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Needs Work Comment:	
Organization: Is the information organized, displayed clearly, and easy to read/understand?	
<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Needs Work Comment:	
Additional Comments	
FOR USE ONLY BY THE EVENT COORDINATOR:	
G S B P	
Judges Name:	