

CHURCH BULLETIN

Coordinator – Steve Martin

4481 East Avenue
Livermore, CA 94550

(R) 925-447-4333

smartin@trivalleychurch.org

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.
- Mail to the Event Coordinator by the Pre-convention deadline **March 12, 2010**.

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 Pre-Convention Coordinator by **March 22, 2010**.

REQUIRED ELEMENTS:

- Date
- Order of Worship (immediate schedule)
- Church Identification:
Name, Logo (?), Address, Phone Number
- 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:
Nursery?
Children's classes?
Facilities information?

OPTIONAL ELEMENTS:

- Statement of Faith / Purpose
- Artwork / Graphics
- Sermon outline / Place for notes
- Prayer List
- 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!)

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

COVER SHEET should contain:

Name

Age/Grade

Church name

Church address/Phone number

Name of Church LTC Coordinator

Church Coordinator Email Address

Type of equipment / program used:

Computer, typewriter, etc

Publisher, WORD, MAC, other

Printer: Color / Black & White? Inkjet / Laser / other?

Copier, Duplicator, etc

Internet resources used.

Indicate by date if any of your bulletins were actually used by your church? (It does not have to be used) 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.