**Bulletin Checklist:**

**Guidelines For When Pastor Stephen is Gone**

1. **Bulletin**
	* Copy Order of Worship from Template into Bulletin (Google Doc)
	* Daily Scripture Readings
		+ In separate tab, go to <https://www.faithward.org/at-home-with-the-word/>
		+ Click ‘At Home With the Word (2019-2020)’, PDF file will open in separate tab.
		+ In PDF file, find week following the upcoming Sunday.
		+ Highlight Monday through Saturday of that week (including scripture passages), copy using Control-C.
		+ In Bulletin (Google Doc), click on the Daily Scripture Readings text box. Select ‘Edit’ from the options provided
		+ Click inside the text box and select all the content from the previous week. Hit Control-V to paste the new content, replacing last week’s scripture readings.
		+ Format the text box by removing italics from the scripture passages themselves (Control-I) and using abbreviations for Bible books as necessary to keep content from overflowing onto additional lines. See example below.

*Monday* Genesis 25:19-34 *Tuesday* Psalm 119:105-112

*Wednesday* Isaiah 55:10-13 *Thursday* Psalm 65:(1-8), 9-13

*Friday* Romans 8:1-11 *Saturday* Matthew 13:1-9, 18-23

* + - When finished, click ‘Save and Close'
1. **Large Print Bulletin**
	* Update Date on first page of Large Print Bulletin (Google Doc)
	* Copy Order of Worship from Template into Large Print Bulletin (Google Doc)
		+ Resize to 18
		+ Set Font to Palatino
	* Insert Song Lyrics
		+ Open ‘Songs for Large Print Bulletin’ (Google Doc)
		+ Use Control-F to open search window. Enter the name of the first song in the Order of Worship.
		+ If the song is in “Songs for Large Print Bulletin”, highlight it and use Control-C to copy it.
		+ Move the cursor back into Large Print Bulletin, then insert the song lyrics in a line below the song using Control-V to paste. Resize and reformat at necessary (18, Palatino)
		+ Remove any verses not indicated in the Order of Worship
		+ Repeat for the remaining songs in the Order of Worship
		+ If a song is not in “Songs for Large Print Bulletin,” go to [songselect.ccli.com](http://songselect.ccli.com). Sign in using username: stephen.c.shaffer@gmail.com and password: St@ndingSt0nes
			- Enter the song title in the search bar and hit ‘Enter’
			- Click on the ‘Lyrics’ button (looks like a talking bubble, should say ‘Lyrics’ when you pause your cursor over it)
			- Highlight and Copy the Lyrics (Control-C), then paste them into the Large Print Bulletin (Google Doc) using Control-V. Also, copy into “Songs for Large Print Bulletin” to update our database.
			- Reformat as necessary (18, Palatino)
	* Insert Responsive Readings
		+ Insert Psalter Reading (highlight even verses and use Control-B to make them bold)
		+ Insert any additional responsive readings as provided by the Elders
	* Copy other material from Bulletin (Google Doc) to Large Print Bulletin (Google Doc)
		+ Serving Schedule
		+ This Week at Bethel
		+ Offering
		+ Mission of the Month
		+ Weekly Scripture Readings
		+ Other News
		+ Reformat and Resize as necessary (18, Palatino)
2. **Printing Large Print Bulletin**
	* Download “Large Print Bulletin” as a PDF file
		+ File > Download > PDF Document (.pdf)
	* Open File using Adobe Acrobat or Reader
	* Choose File > Print
	* Select Lexmark X658de as printer (This is the church copier)
	* Under Copies, select total number needed
	* In the Pages to Print area, make sure all the pages are selected
	* Under Page Sizing and Handling, choose Booklet
	* In the Booklet Subset pop-up menu, select ‘Both Sides’ (this ensures the booklet will print on both side of the paper.
	* Leave the numbers in the Sheets From boxes as they are.
	* Select ‘Print’
	* If the computer is having trouble printing, make sure it is connected to the church’s wifi network. Username: Bell985 password: A455DE47. If this does not work, connect to the ‘dlink’ network (using yellow ethernet cord connected to Dlink router attached to the wall by the phone in Pastor Stephen’s study) in order to print.