

8. Any special announcements which need to be made to the congregation.
9. Material for the congregation to read and upon which to meditate.

Some of the sources from which to draw material are:

- a. Christian Magazines
- b. CHURCH BULLETIN EXCHANGE
Cathedral Press, Inc. Box A
Long Prairie, MN 56347
- c. OUR DAILY BREAD
Radio Bible Class
P.O. Box 22
Grand Rapids, MI 49501

C. Arrangement of Material

1. Take a pencil and a piece of blank paper the size of the Church Bulletin Folder.
2. Draw three rectangular margins, one for each blank page of the Church Bulletin Folder. These margins should be exactly one-half inch from the edges of each page.
3. Arrange the material for the Church Bulletin within these three margins.
4. Make a typewritten copy of the Church Bulletin so any necessary corrections can be made before the stencils are cut.

Stencils with pictures on them can be obtained and used to greatly enhance the Church Bulletin. Stencils can also be made of pictures which are taken from magazines or other sources for use in the Church Bulletin. A place where such stencils can be obtained or made is:

CHURCH EXTENSION SERVICE INCORPORATED
P.O. Box 552
Golden, CO 80401

5. Make the stencils for the Church Bulletin.
6. Mimeograph the Church Bulletin.

D. Frequency of the Church Bulletin

The Church Bulletin must be put out consistently every week to be of any real value.