

yvon prehn

9

**reasons why**  
**MS Publisher**

is a great program  
for churches to use  
to create print publications  
and graphics for  
paper, presentations  
and the web



## **Introduction**

When I first encountered MS Publisher in the early days of creating communications with the computer, I would have never imaged I'd be recommending it as the program of choice for churches.

At that time, if you wanted to create professional-looking publications, you chose Aldus Pagemaker. Pagemaker gave you layout options and type-setting control, necessary for credible communications for churches, while Publisher's main claim to fame was the ability to quickly create a moderately tacky-looking postcard quickly.

Times change and so do computer programs. Pagemaker was sold to the Adobe Corporation and while still capable of producing professional and complex communications, the core program disappeared into InDesign, required a lengthy and complex learning curve, and became prohibitively expensive for most churches.

In contrast, MS Publisher got better and better every year with increasing design options, an expanding and incredible selection of templates for all sorts of publications, and the ability to do just about anything required in a church office.

It stayed at a great price was and is relatively easy to learn because many of the commands were the same as those with MS Word or PowerPoint, two compatible programs widely used in churches. In addition, I found the more I worked with it, I realized it was an honestly fun program to use with flexibility to create not only print publications, but graphics and web designs easily.

In interactions with other church communicators, I've found that though many use MS Publisher (more than any other program as my surveys show), at the same time some still primarily use MS Word because they don't realize how much more Publisher can do and some don't use Publisher because they think it isn't "professional" enough. I hope this brief publication will change both views. In addition for anyone who does communications in your church or oversees those who do, I urge you to consider MS Publisher, especially if you haven't looked at it in some time.

Below are the nine reasons why MS Publisher is a great program for churches to use and each of the following pages illustrates and expands each reason.

### **Here are the 9 Reasons:**

#### *Reason #1*

**MS Publisher can create quality designs equal to those created by the Adobe Creative Suite programs.**

#### *Reason #2*

**Templates are more flexible and much easier to use in MS Publisher than in MS Word.**

#### *Reason #3*

**MS Publisher can greatly improve the look of a previously text-based publication.**

#### *Reason #4*

**MS Publisher can create an identity and a consistent communication look for a ministry within the church.**

#### *Reason #5:*

**MS Publisher can be used to create your own PR for a church campaign.**

#### *Reason #6*

**MS Publisher can work as a high-end graphics program to create website graphics and resizable graphics.**

#### *Reason #7*

**You can purchase MS Publisher for a fraction of retail cost for your church.**

#### *Reason #8*

**Training in how to use MS Publisher is easy and affordable.**

#### *Reason #9*

**All of the editable Templates available through Effective Church Communications are in MS Publisher.**

# dragonwell

**HOW TO TEA**  
Steep one cup of Dragonwell tea in very hot water for no more than two to three minutes. Do not add milk or sugar. Sweet, we recommend enjoying Dragonwell any time of the day.



Making an excellent pot of Dragonwell requires more than just a good blend. The following items listed below will help you to create your own tea ceremony.

- We suggest purchasing a teapot for only Green Tea. Just like when you brewing tea in a coffee maker, tea can taste poorly if they are brewed in a pot used for deeper and fruitier blends.
- Tea balls and strainers are key for enjoying loose leaf tea. Do not overfill these so that the leaves can swirl and expand.
- For those on the go but want the premium flavor of loose leaf tea, small bags are widely available for purchase.
- Since reboiling tea is traditionally considered a no-no, keeping tea hot enough for that second cup is easy when you use a tea caddy. We do not recommend using a microwave (?) or thermos, as flavors tend to go flat and bitter pretty quickly.

Chinese method on how to prepare the perfect cup of Dragonwell.

1. Preheat the brewing vessel, such as a cup or teapot that is made out of porcelain or glass.
  - a. The kind of water you boil matters. When making tea, use filtered or bottled water.
  - b. To make an individual serving, pour 1/2 cup of 190°F water onto tea leaves into a covered porcelain tea-filtering cup. For maximum storage, quickly replace the lid after pouring in the liquid.
2. After several minutes, the tea is ready to drink. Slightly remove the lid to allow some steam to depart.
3. Sip slowly—savor the flavor and use the lid to block tasting the actual leaves. Replace the lid when not drinking from the cup. Repeat and enjoy!

**JAVACO** teas  
www.javacotea.com

## Reason #1 MS Publisher can create quality designs equal to those created by the Adobe Creative Suite programs.

Below I recreated one of the PR samples used by InDesign with MS Publisher to illustrate that the issue of professional looks and quality should not be a concern for a church using MS Publisher—it does a great job!

### InDesign

This flyer was created with InDesign and used as one of their PR pieces. It is used to show the many things the program can do in terms of layout, design, typesetting, layers, etc. As you can see, InDesign does allow you to create beautiful publications and to do all this work within the one page-layout program.

# dragonwell

**HOW TO DO THIS**  
time for giving. This year give to the people in your church's communication tools to help them share the gospel. We all know that Ephesians 4 tells pastors



Christmas is the time for giving. This year give to the people in your church's communication tools to help them share the gospel. We all know that Ephesians 4 tells pastors

them a way to bring friends and friends to church. Some of them are:

In addition, you can turn any standard business card from your church into an individual card by simply adding a blank line where the name would be on the card and just below it, adding "member of our Friendly Church." In another place on the card place the words "BIBLY GUESTS". On the reverse side of the card put a map of how to get to the church, service times and whatever additional information you might think is important, such as if child care is provided.

Depending upon the size of your church, make up hundreds or thousands of these cards and ask all the members to take a handful of them, carry them around all times and give them out.

You could also make up special cards for a special series. One idea would be to make up a small 3x5 card the size of a business card. On the outside have a simple cross and the words: "What if it's true? Inside invite folks to a series of upcoming sermons at your church: "Is He Still Really God's Word?" Why Do We Say Jesus Is the Only Way to God? Why Does a Good God Allow Evil in Our World?"

Go to: [www.gospelpresentation.com](http://www.gospelpresentation.com)

**JAVACO** teas  
www.website.com

### MS Publisher

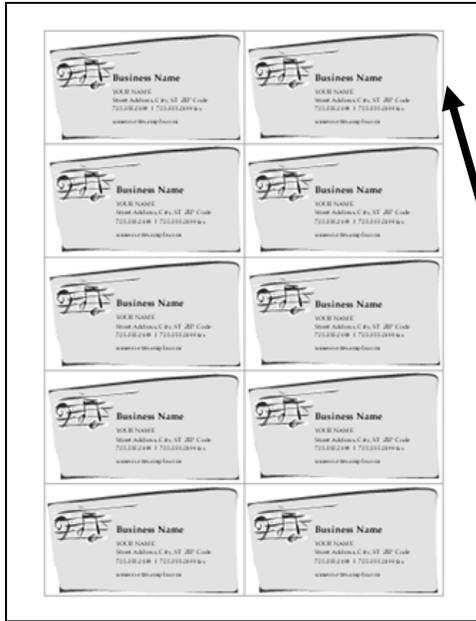
This flyer was created in MS Publisher, one night on a teaching trip using my laptop in a little over an hour. I did it because I was very tired of hearing about how church communicators could not create good-looking communications with MS Publisher. As you can see, Publisher allows you to create a very similar piece, with the images, layers, typesetting all within the program.

To be fair, if the text was justified, you would see a bigger difference between the two because InDesign does handle the fine points of typesetting with more precision.

But always remember:

***It is the PERSON, not the program, that creates an effective communication!***

The bottom line is that MS Publisher is a great program you can use to create quality communications in the church office for a fraction of the price of InDesign and it is much easier to learn.



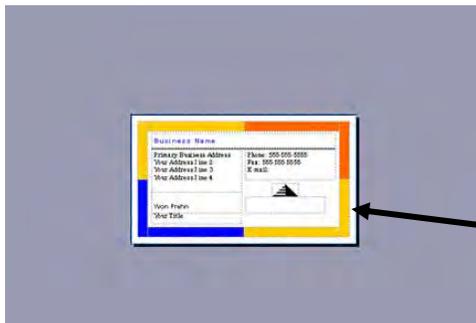
## Reason #2

### Templates are more flexible and much easier to use in MS Publisher than in MS Word

Though MS Word is a fantastic program when it comes to word-processing, or creating any document that is primarily text-based, it becomes a bit more constricting to use if you want to create a publication with more than words.

### Here is a template for a business card in MS Word.

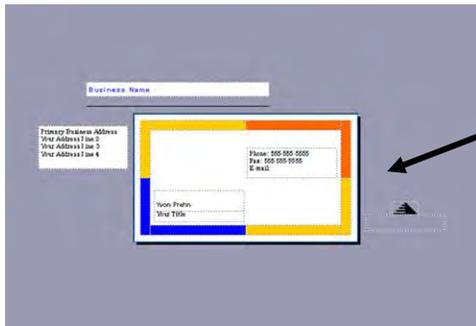
You can create business cards and other publications and make some modifications, but the changes are limited and sometimes difficult.



In addition, you must work within the Template itself, you cannot take items off the page and place them on the pasteboard of the computer.

## Templates in MS Publisher

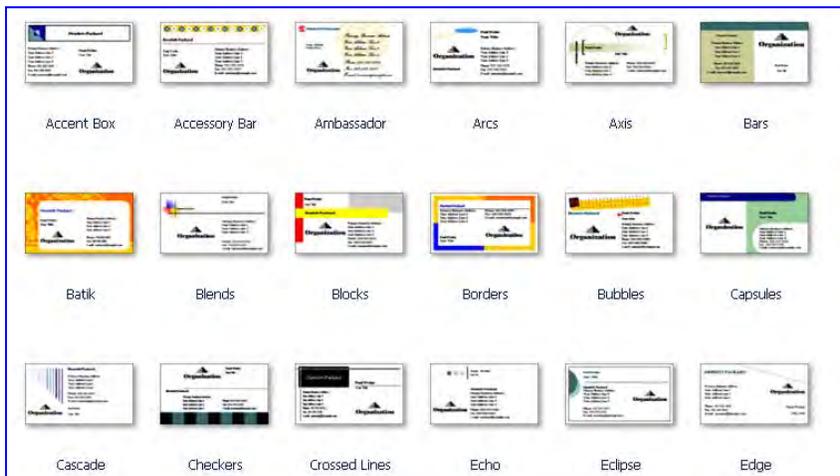
In Publisher when you open a template, you work with ONE image of the final publication, though it can print just like the layout above.



It is very easy to totally change the template's colors, layout, content.

You can move items off and on the publication as this illustration shows.

As shown below, in addition the program has many template designs for many kinds of publications in



the program itself, whereas with MS Word, you have to download templates for things other than word-processing.

Here is a screen shot of a few of the business card designs. Publisher has templates for booklets, brochures, newsletters, flyers, postcards and many other publications.

### The Church Budget Continues To Be In Trouble

Thank you to everyone who has given a little extra to help the church income catch up with expenses. June was a good month and we cut the \$63,000 deficit to about \$58,000. July was not a good month and we are now about \$65,000 behind. All ministry teams have already been asked to cut their budgets by 20%, and they have made cuts where they can. We know that these are tough economic times. If you are behind in your giving and can catch up, or if you can continue to give a little extra, we can really use your help. Finally, please be understanding if we have to make cuts and changes that may not be popular. Together we will weather this stormy time in our income and we will continue to proclaim the Good News and be One Great Church in Two Locations.  
*Pastor Dave*

### Confirmation Class

Sunday School Classes resume on Rally Sunday, September 7. On the 7<sup>th</sup> there are special activities planned for the children and youth classes. But, on Sunday, September 14 Confirmation Class begins. Confirmation is for all seventh graders and older youth that have not been confirmed in their faith. We meet at 10:10am on Sunday morning downtown on the third floor. Pastor Dave leads the Confirmation Class. Confirmation is a great time for youth to review the faith, ask questions, and learn some new things as they wrestle with the decision to claim Jesus Christ as their Lord and Savior. The class begins in September and concludes in May. All youth that are interested are invited, simply showing up on September 14, or call Pastor Dave 265-6218 if you have questions.

### Acolyte Training - August 31<sup>st</sup> - 10:30AM - Downtown

All children and youth 5<sup>th</sup> grade through 8<sup>th</sup> grade are invited to be acolytes. The acolytes have the cool responsibility of lighting the candles on the altar during traditional worship downtown at 9:00AM. Depending on the number of acolytes, an acolyte serves once every two or three months or four to six times a year. Pastor Dave will be providing training for new acolytes at 10:30AM on Sunday, August 31. This training will be completed by 11:00AM so Pastor Dave can get out to the Connection Campus for worship. If you've not been an acolyte before, please join us on August 31. If you are interested but you can't be here August 31, please call Pastor Dave 267-6933 and let us know.

### Stephen's Ministry Class Be

Stephen's Ministry is a ministry of caring for people from an empty nest, to job loss, to the loss of a loved one, to just feeling low. Stephen Ministers are trained to be caring listeners and friends for people in need. It is not professional counseling, it is Christian care giving. We will be offering a day time class for persons interested in becoming Stephen Ministers beginning Thursday, September 18. The class will be for one hour and twenty weeks. Michele Carter and Pastor Dave Ham will be leading the class. If you are interested in taking the training and becoming a Stephen Minister, please call the church office 267-6933 or call Michele Carter 267-6933.

**Reason #3**  
**MS Publisher can greatly improve the look of a previously text-based publication.**

Here is a text-based newsletter.

Below is exactly the same content, but placed inside a MS Publisher Template.

Publisher gives a church a way to create professional-looking layouts without having to create them from scratch.

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Caption describing picture or graphic.

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"To catch the reader's attention, place an interesting sentence or quote from the story here."

### Stephen's Ministry caring for all

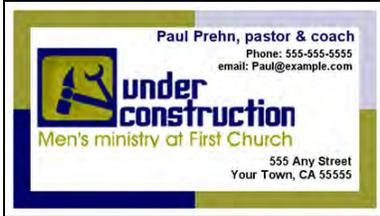
Stephen's Ministry is a ministry of caring for people going through all kinds of changes in life from an empty nest, to job loss, to the loss of a loved one, to just feeling low. Stephen Ministers are trained to be caring listeners and friends for a period of time to give the care receiver someone to talk to. It is not professional counseling, it is Christian care giving. We will be offering a day time class for persons interested in becoming Stephen Ministers beginning Thursday, September 18. The class will be from 9:30am to 11:30am and will meet weekly and last twenty weeks. Michele Carter and Pastor Dave Ham will be leading the class. If you are interested in taking the training and becoming a Stephen Minister, please call the church office 267-6933 or call Michele Carter 267-6933.



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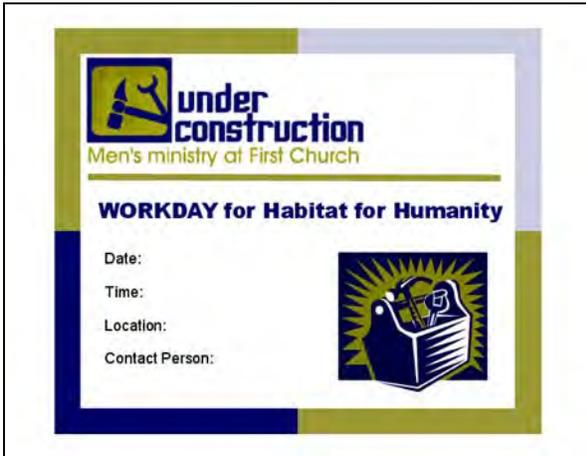
### Budget good news, but better needed

Thank you to everyone who has given a little extra to help the church income catch up with expenses. June was a good month and we cut the \$63,000 deficit to about \$58,000. July was not a good month and we are now about \$68,000 behind. All ministry teams have already been asked to cut their budgets by 20%, and they have made cuts where they can. We know that these are tough economic times. If you are behind in your giving and can catch up, or if you can continue to give a little extra, we can really use your help. Finally, please be understanding if we have to make cuts and changes that may not be popular. Together we will weather this stormy time in our income and we will continue to proclaim the Good News and be One Great Church in Two Locations.

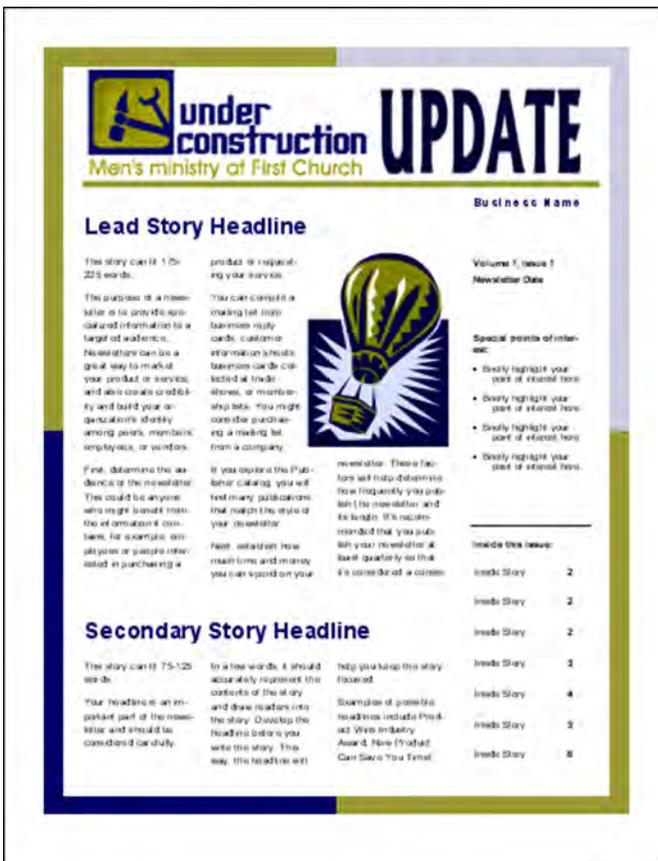


## Reason #4 MS Publisher can create an identity and a consistent communication look for a ministry within the church.

Here is an example of how you can use the templates in MS Publisher to create a unified look for a ministry in the church. The templates come in sets, so you can create the same look for a business card, postcard, and a newsletter for a ministry. There are also templates for brochures, flyers, and numerous other communication pieces.



This is an example for a men's ministry, but you could use the same process for women's, children's, singles, music, missions, youth—whatever you'd like.



### How this can work for a communication team

1. The head of the communications team could modify the templates for various ministries in the church and create a unique, unified look for each ministry. They would then be passed on to the communication team member in that ministry.
2. A communication team member would do monthly updates of the communications.
3. The monthly communication pieces would be emailed back to the church office for proofing and printing.
4. A process like this would assure that all the ministries get the communications needed to involve people in them, to keep them updated and motivated.

5. For this to work well, be sure every member of the team has the same version of MS Publisher. Reason #7 explains how to get a charity license at a very low price to enable your church to do this.

Reason #7 explains how to get a charity license at a very low price to enable your church to do this.



Clipart from [www.nvtech.com](http://www.nvtech.com)



**40 Days of Community at Gold Coast**

Please pray God's will be done and that all we do is pleasing to Him in our:

- Individual Devotional Times
- Small Groups
- Sunday Worship & Message
- Service and Outreach Projects

**Reason #5: MS Publisher can be used to create your own PR for a church campaign.**

When a church we were working with wanted to do the 40 Days of Community, we wanted to use a logo in the colors and look of our church, rather than the one from Purpose-Driven.

We found a piece of clipart we liked and used it in MS Publisher Templates to create business cards/refridgerator magnets, postcards, bulletin inserts and a bookmark.

We also used these images on a temporary website we created for the campaign and in misc. communications.

The campaign was a great success at the church.



**Coming SOON!!!**

**40 DAYS OF COMMUNITY**

**WE'RE BETTER TOGETHER!**

**Check out the website!**  
Info, background, small groups listing  
[www.communityatgoldcoast.com](http://www.communityatgoldcoast.com)

**When & What:** Oct. 15 to Nov. 26. Devotions, small groups, and great weekend worship!

**CONSIDER BECOMING a HOST!** Talk to Paul Preter, 905-764-6020

**GOLD COAST SERVICE CENTER**



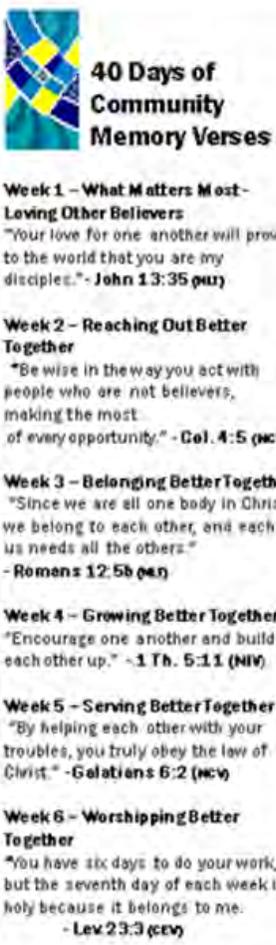
*a fantastic coming event—*

**40 Days of Community**

**We're better together!**

**When & What:** Oct. 15 to Nov. 26. Devotions, small groups, and great weekend worship!

**WHAT TO DO NOW: Sept. 17, 5-6:30, OVERVIEW MEETING.** We need you! Come, listen and join a team to help make it great. Mark "40 Days" on your Welcome Card, if you can come.



**40 Days of Community Memory Verses**

**Week 1 – What Matters Most-Loving Other Believers**  
"Your love for one another will prove to the world that you are my disciples." - **John 13:35 (NIV)**

**Week 2 – Reaching Out Better Together**  
"Be wise in the way you act with people who are not believers, making the most of every opportunity." - **Col. 4:5 (NIV)**

**Week 3 – Belonging Better Together**  
"Since we are all one body in Christ, we belong to each other, and each of us needs all the others."  
- **Romans 12:5b (NIV)**

**Week 4 – Growing Better Together**  
"Encourage one another and build each other up." - **1 Th. 5:11 (NIV)**

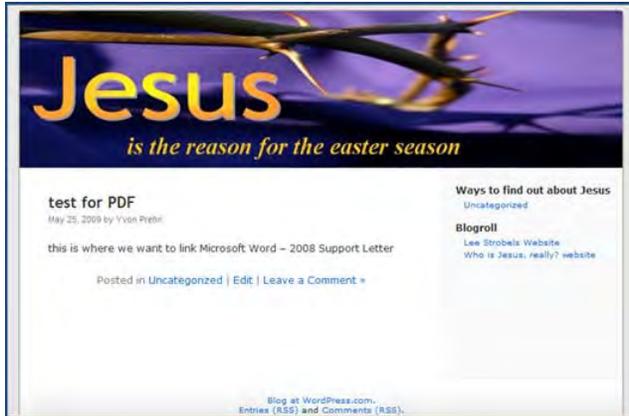
**Week 5 – Serving Better Together**  
"By helping each other with your troubles, you truly obey the law of Christ." - **Galatians 6:2 (NIV)**

**Week 6 – Worshipping Better Together**  
"You have six days to do your work, but the seventh day of each week is holy because it belongs to me."  
- **Lev 23:3 (NIV)**



**Reason #6  
MS Publisher can work as a high-end graphics program to create website graphics and resizable graphics.**

Many people do not realize that MS Publisher can also be used to create web graphics including website headers and all kinds of web graphics.



All of the right-hand margin web graphics, the thumbnails and all of the illustrations on [www.effectivechurchcom.com](http://www.effectivechurchcom.com) were created with MS Publisher.

The webinar below shows how to create this name-plate for a website:

<http://www.effectivechurchcom.com/2010/05/video-and-pdf-tutorial-how-to-create-custom-headers-for-websites-with-ms-publisher/>

**You can also create resizable jpgs and pngs with MS Publisher**



The ability to do this is useful in several ways:

First of all as these images show, you can create an image in MS Publisher, simply layering text, graphics, pictures, background, then save it as a jpg or png and then use it as a graphic in any other publication.

Also, you can save any publication as a graphic image in MS Publisher and that way you can use it in your newsletter or PowerPoint presentation if you want to talk about it.



For example, if you made up an invitation card for people to invite friends to church for a seasonal event, you could show the picture of the card and tell them what you do in your newsletter or on PowerPoint.

A webinar that shows how to do this is at: <http://www.effectivechurchcom.com/2010/03/video-and-pdf-tutorial-how-to-create-resizable-graphics-with-ms-publisher/>

**The webinars are part of the benefits of being a member in Effective Church Communications.**

Membership is only \$9.99 a month or \$99 a year and you have access to many templates, training, and ebooks on effective church communications. For membership information go to:

<http://www.effectivechurchcom.com/membership/>



**Reason #7**  
**You can purchase MS Publisher for a fraction of retail cost for your church.**

Microsoft has a fantastic program wherein churches can purchase MS Publisher either by itself or as part of MS Office for a huge discount when it is purchased as part of their Charity Software program.

You need to purchase a group of licenses, (usually 5) but what makes it work really well for church communication teams is that the people participating in the program do not have to physically work in the church office to be part of this. Because of this a team of people who volunteer to help with the communications of the church could all be equipped with compatible versions of MS Office for a very low cost. How low? Though prices change and vary, the current list price for MS Office 2011 (ALL THE PROGRAMS) is \$499. For the Charity price it is \$80.

**In the United States**  
**Consistent Computer Bargains**  
<http://www.ccbnonprofits.com>  
**Contact: Maci Shrock , Regional Sales Manager**  
**Phone: 1-800-342-4222 Ext. 110**  
**Email: maci@ccbnonprofits.com**

**In Canada**  
**Microsoft Charity Software**  
<http://www.microsoftcharitysoftware.org>  
**Contact: Todd Stephenson**  
**Phone: 877-999-5559**  
**Email: todd@pccapital.ca**

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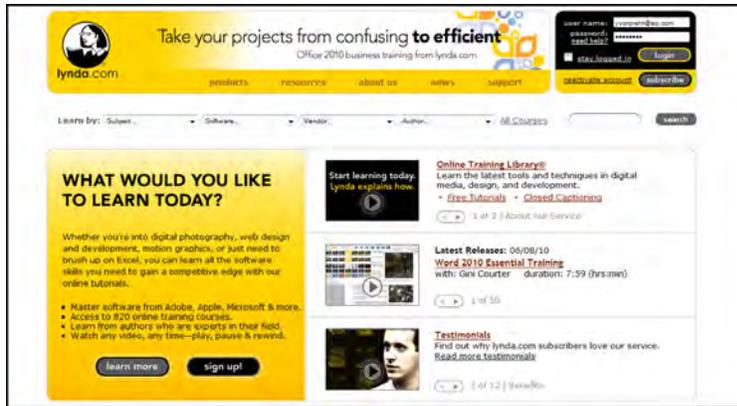
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In contrast the cost for a single person for the Adobe Creative Suite Products would be close to \$1,000 and would not have as many programs that are in practical use at the church office.

The program and pricing is not available at your local office supply store, you must go through a certified group such as the two of these to get the discounts.

The rules to participate in the U.S. and Canada are different, but there are two wonderful organizations on this page that will help you with the details.



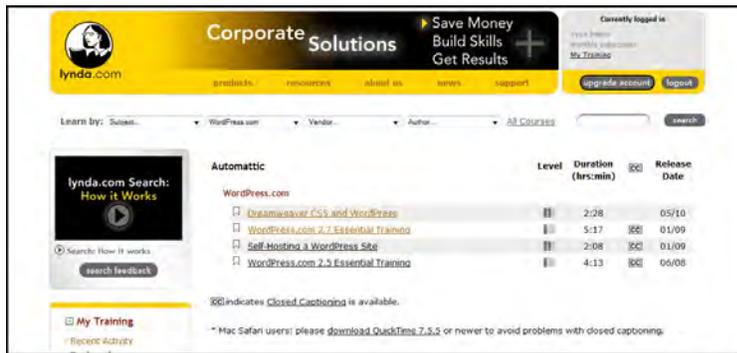
## Reason #8 Training in how to use MS Publisher is easy and affordable.

MS Publisher may be one of the easiest of the page-layout programs to learn, but no program, including Publisher is “easy” without some training.

Fortunately, a GREAT online training company, [www.lynda.com](http://www.lynda.com) has training available for MS Publisher.

The training is only \$25 a month for unlimited online classes and training. You can take as many courses as you want in addition to Publisher, for example, learn some of the more advanced PowerPoint features or Excell, or take a course in website design or Twitter.

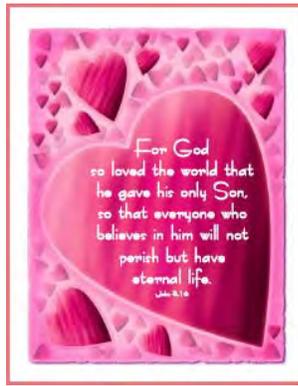
You can sample a number of the classes for free and it is a fantastic way to train your church team.



<http://www.lynda.com>

They also have many courses available on CDs that you can purchase for your church training library.

Though Effective Church Communications provides specific ministry training and training in how to use MS Publisher for church publications, you still need something like this to learn the basic nuts and bolts of the software.



**Reason #9**  
**All of the editable**  
**Templates available through**  
**Effective Church**  
**Communications are in**  
**MS Publisher.**

On the Effective Church Communications training site we have dozens of beautiful, useful templates for the major Christian holidays and for many additional church occasions.

All of publications on this page are available to ECC Members for you to download, personalize, and modify for your church. Or you can use them as is and add personal information on the back. If you don't want to bother with or don't know how to modify them, they are all also available as a PDF that you can download and personalize on the back with whatever program you want.

It simply isn't possible for me to make templates available in a variety of programs, and because for all the reasons previously given, I do believe MS Publisher is the best choice for churches to use to create communications, that is the program the templates are in.

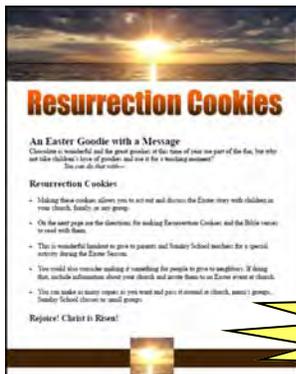
The publications on this page are only a few of the ones available on the site and new ones are added each month.

**Your membership pays for itself in time-savings**

Many hours are spent creating the publications, finding copyright-free artwork, and writing the copy for the seasonal materials and this benefit alone (in addition to the training webinars, free ebooks, articles and tips) makes your membership pay for itself.

You don't have to spend all that time—just download, personalize and use!

Membership is very reasonable: only \$9.99 a month, \$99 a year. To sign up or for more information, go to:



None of these are to size or scale—many more online!



<http://www.effectivechurchcom.com/membership/>



## Links to additional materials to train, equip, and encourage Church Communicators from : Yvon Prehn and Effective Church Communications

Effective Church Communications Training website:  
<http://www.effectivechurchcom.com>

The Effective Church Communications website has articles, many training videos, ready-to-print templates and PDFs for church communicators. It has hundreds of entries that can do everything from equip a beginning church communicator to challenging a senior staff member to be more effective in their church communications. Please sign up for our email updates and you'll get short notices each week on new material posted on the site.

### Yvon Prehn's books in paperback

A growing selection is available at <http://www.amazon.com>. Just enter "Yvon Prehn" in the search box to go to her list of books.

The regular amazon pricing, shipping, free shipping offers apply.

If you would like to purchase books in bulk at a reduced price, or are interested commissioning a Personalized Special Edition for a training event or conference, contact [yvon@effectivechurchcom.com](mailto:yvon@effectivechurchcom.com).

### To stay connected, get notices of new materials and resources and to be challenged in church communications:

Yvon Prehn's blog: <http://www.churchcommunicationsblog.com>

Twitter: <http://www.twitter.com/yvonprehn>

Facebook: <http://www.facebook.com/EffectiveChurchCommunications>

YouTube videos: <http://www.youtube.com/yvonprehn>

LinkedIn: <http://www.linkedin.com/in/yvonprehn>

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