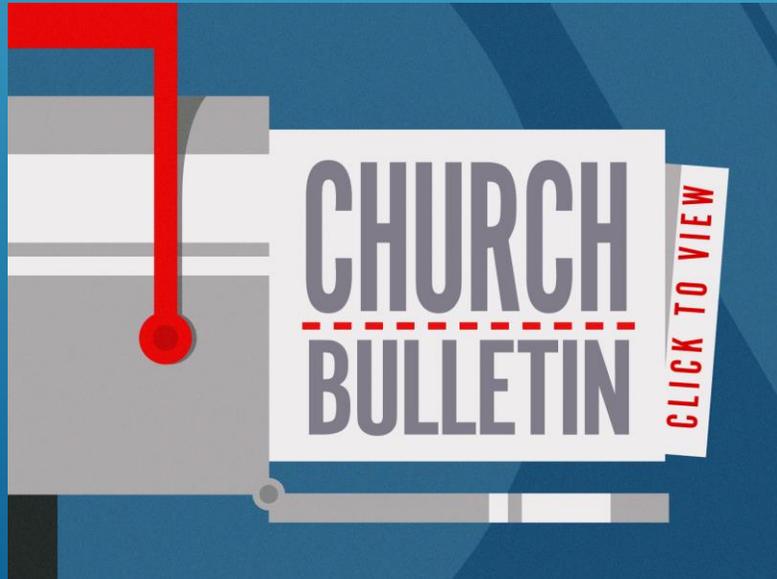


1.4a

# Some Bullets (\*) on Bulletins

Tim Bishop and Chad Carter



# Introducing Ourselves

- \***WHO** is here today?
  - \***WHAT** is going well (not going well) with your bulletin?
  - \***WHERE** are you hoping to go with your bulletin?
  - \***WHEN** did you start doing the bulletin?
  - \***HOW** do you design the bulletin – software program(s) you use?
- 

# STATISTICS ON BULLETINS

Information from the Archdiocese of Boston (2010):

“Bulletins are such an important tool for communication and evangelization. Parish bulletins reach more Catholics weekly than any other media vehicle in the archdiocese.” Cardinal Sean O’Malley

\*At this time, 80% of the parishes in the archdiocese have bulletins that look the same way that they did 30-40 years ago. They are typically four-page booklets with a standard cover that looks the same each week and only two pages for information on parish events and messages from the pastor. Typically they are printed in only black and white. Some pastors have stated that parishioners often neglect to pick up these bulletins because they look the same from week to week and have limited information. As a communication tool, these bulletins fail to communicate that the parish is **VIBRANT** and has a lot of **GREAT THINGS** happening.

\*Great ways to make your  
bulletin INTERESTING?!



# \*COLOR



WHO WANTS TO BE A "HEAVENLY" MILLIONAIRE?

This feast concludes the Easter Season:

- A. The Ascension
- B. The Body and Blood of Christ
- C. Pentecost
- D. Trinity Sunday

Last week's answer: The Easter Season is 50 days long

**"THANK YOU" FROM FATHER**

**WILLIAM KEITH "SPORT" MATHENY, JR.**

Thank you to the parishioners who provided me with entry forms from the Wheeling newspapers for the "NCAA Basketball Trivia Contest." Last week I received two checks totaling \$225.00. I won five of the six daily contests for a total of \$125.00 (\$25.00 per day). Also, I was the grand prize winner of \$100.00. Because of your support, I am donating my winnings to Saint Michael Parish School. God bless you.



**SUMMER MASS ATTENDANCE**

With the availability of internet access, there is no reason why summer travelers cannot participate in Eucharist on weekends. You can contact [masstimes.org](http://masstimes.org) or google *catholic churches (city/state)* to find a church. Please don't take a vacation from Our Lord during the summer.

**THE SACRAMENT OF RECONCILIATION**

Parents, for the spiritual welfare of your families, please come together to the Sacrament of Reconciliation at least once during the summer. Our confession times are Saturdays 3:00-4:00 PM, First Saturdays 8:00-9:00 AM, and by appointment.

**ANNULMENTS**-Please contact Father Bill if you want information about acquiring an annulment. I will help you



**PLEASE PRAY FOR ALL COUPLES PREPARING TO ENTER INTO THE SACRAMENT OF MARRIAGE IN 2017**

- Kevin McKee - Jessa Martonik - May 27
- Nicholas Schott - Andrea McGinley - June 10
- Scott McReynolds - Susanna Knouse - July 22
- Alexander Peluchette - Katelyn Gompers - August 19
- William Stackhouse - Marianne Bosley - September 2
- Dexter Hazel - Molly Starkey - September 23
- Blake Lindell - Valerie Palmer - October 13
- Brody Hourd - Brittany Rusnak - October 21
- Shane Talley - Maria Palmquist - December 30



**SEMINARIAN PROFILE - Martin Smay**

Born April 8, 1989, Martin is the son of Jeff and Carole Smay of Wheeling and the fifth of their six children. Jeff is well-known around the Ohio Valley as a superb high school religion teacher (now retired), while Carole works as a nurse at Wheeling Hospital. He is also the grandson of Alma Przybysz and nephew of Tom and Kathy Przybysz and Frank and Kerry Przybysz, all Saint Michael parishioners. Martin graduated from Saint Paul Grade School in Weirton and Wheeling Central Catholic High School in 2007. I had the opportunity to get to know Martin, his brother Steve, his sister Rachel, and his cousins Stephen and Tim when they attended WVU. They were very active in the Newman Club and in parish liturgical ministry. On Thursday evenings Martin faithfully served at Benediction during our Holy Hours. He did well in earning degrees in Mining Engineering in Morgantown. After one year working in the mines, Martin decided to enter the seminary. He completed two years of philosophy studies at Mount Saint Mary's Seminary in Emmitsburg, Maryland, and is now finishing his third year of studies at the Pontifical North American College in Rome. He will be ordained a transitional deacon on June 3, 2017, at Saint Joseph Cathedral. Martin has been blessed with wonderful family support that keeps Christ and the



WHO WANTS TO BE A "HEAVENLY" MILLIONAIRE?

**NEW TESTAMENT** This many gospels speak of Jesus watching the apostles' feet:

- A. 1
- B. 2
- C. 3
- D. 4

Last week's answer: The **bishop** receives the fullness of the Sacrament of Holy Orders at his ordination. The Pope is the **Bishop of Rome**.

**Evening Prayer for the Dead  
8 November @ 7pm: St. Michael Church**

Each November, our Parish holds a special Evening Prayer service to remember our beloved family members and friends who have gone to their eternal rest.

During the service, we invite the families of our parishioners who have died, since November 2016, to come forward and light a candle in their memory. As well, we also invite all present to come forward and light a candle to remember their special friends and family members who are no longer with us.

Special music is provided by the **Voices of Freedom Vocal Ensemble from Wheeling Park High School.**



*Why do we light a Candle?  
'Cause the golden Glow of Light Can be seen to the Gates of Heaven By the ones We've Loved & Lost*



Have you experienced divorce and would like to know more about the annulment process? Are you divorced and remarried outside the Catholic Church? Would you like to know how to make your marriage valid in the Church so you can receive the Sacraments again? Please contact Fr. Bill: 304-242-1560, x7 or [wwwmatheny@dioc.org](mailto:wwwmatheny@dioc.org) about the annulment process. Unfortunately, a lot of people have erroneous ideas about the process. It is doable and Fr. Bill will help you throughout the process.

The community of St. Michael Parish offers our sympathy and prayers for the repose of the soul of...

† **Elizabeth Veronis**

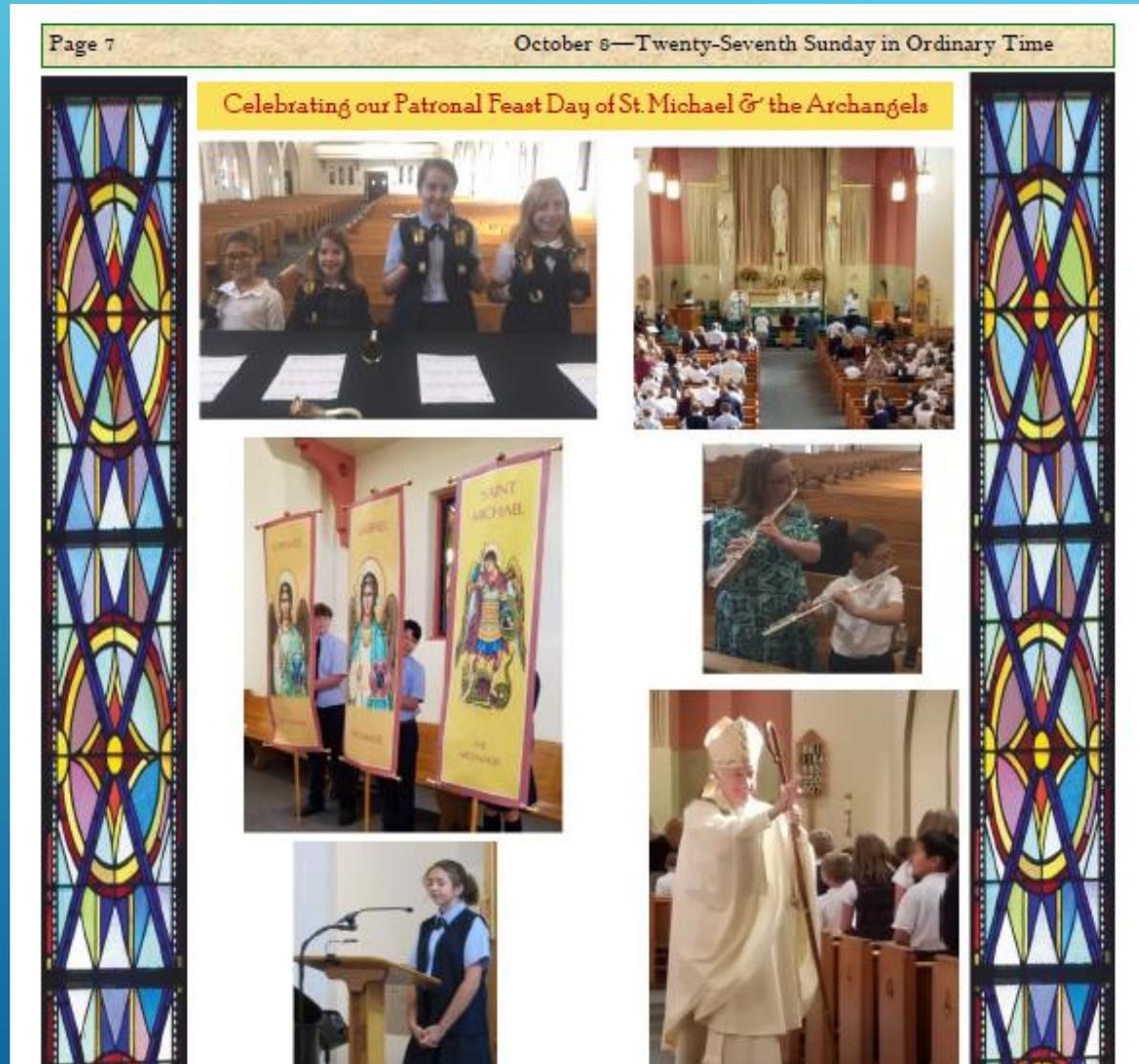
May her soul and the souls of all the faithful departed, through the mercy of God, continue their journey to new life in the presence of God in the heavenly kingdom.

Please pray for these men and women serving our country in the military, and for their families:

- Petty Officer First Class Eric J Auber, US Navy
- Staff Sergeant Robert Michael Baker, US Marine Corps
- Sergeant Anthony DiBias, US Army
- Chief Warrant Officer 4 John DiBias, US Army
- Technical Sergeant Andrew G Futey, US Air Force
- Lieutenant Andrew Klug, US Navy
- Captain Zach Lehman, US Marine Corps
- Capt. Michael Neuman, US Army
- Major Christopher Nodurft, US Marine Corps
- Seaman Cody Patterson, US Navy
- Specialist Seth Sleime, US Army
- Sgt. Christopher Snyder, US Army
- First Sergeant Stephen Spohn, US Army
- Sergeant First Class Wendy Spohn, US Army
- Lieutenant Colonel Aaron P Tillman, US Air Force
- Chief Master Sergeant Patrick Van Vranken, US Air Force
- Airman First Class Taylor Wilkinson, US Air Force
- Airman First Class Sierra E. McKenna, US Air Force

Please contact the Parish Office with changes in rank or to add someone to the list. Thanks to ALL who have served or are currently serving!

# \*Photos from Parish Events



\*Have the pastor or a parishioner write a recurring article

\*Fun facts about the church building, its architecture, the history of the parish, the music being used



## Rector's Ruminations

THE CATHEDRAL CONUNDRUM

### Altar of Repose

BY REV. MSGR. KEVIN M. QUIRK

Last week, gentle reader, we discussed the ciborium or baldacchino, the large marble canopy supported on four monumental marble columns. The *Ceremonial of Bishops* prior to the reforms of the Second Vatican Council directed that a canopy (baldachinum) should be suspended over the altar, square in form, sufficiently large to cover the altar. In the current issue of *The Ceremonial* there is no mention made of a baldacchino or ciborium, except to prohibit a baldacchino from being erected over the cathedra. While the Cathedral's ciborium has many practical purposes, its principal function is to demarcate the space occupied by the High Altar, located below it and within the area described by its columns.

Beginning in 1973, the Cathedral's sanctuary area has slowly been adapted to accommodate the liturgical reforms initiated by Pope Pius XII which found their culmination in the Second Vatican Council's Constitution on the Sacred Liturgy and its expression in the Roman Missal of 1970, promulgated by Pope Paul VI. A major part of that accommodation was the removal of a portion of the Communion Rail and its central

Principal Altar becoming primarily an Altar of Repose. Nonetheless, that High Altar as originally designed remains the same as it was.

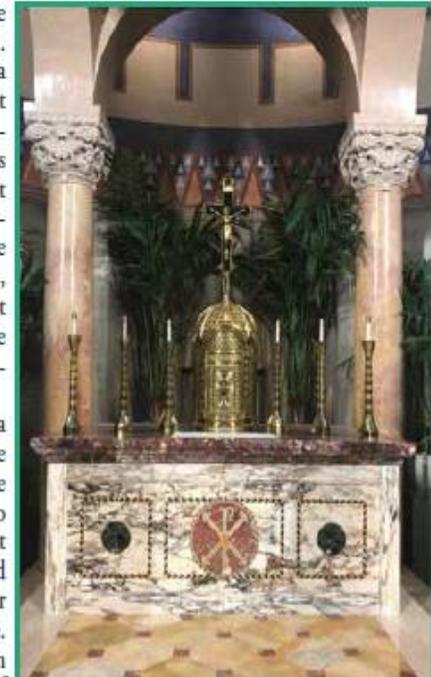
The High Altar was designed by Mr. Edward Weber and consecrated by Archbishop Swint in 1926. We will now

consider it here in some detail. Traditionally, a fixed altar – that is, one that is immovable – has three component parts in the liturgical sense: the table (mensa), the support (stipes) and the sepulchrum (substructure).

The mensa must be a single slab of stone firmly joined to the stipes, so that the table and support together make one piece. That can be seen

decorated with three panels outlined in marble inlay marquetry. The central panel is larger than the two flanking panels and contains a Chi Rho executed in botticino marble surmounted on a calacatta disc, traced by a finer version of the same checked marquetry that forms the panels. The two flanking panels each contain an inlaid disk of Verde Udaipor marble, reminiscent of the dark green of the deep ocean.

The sepulchrum of our High Altar is a combination of brick and cement, making the structure itself massive, in the true sense of the word, and immovable. It contains a cavity, which holds the relics of St. Turibius and St. James, the latter being the patron of the previous Cathedral, whose relics were trans-



\*Some FUN things

\*Catholic Trivia –  
Heavenly Millionaire

\*Using consistent  
images or logos



### *Parish School of Religion (PSR)*

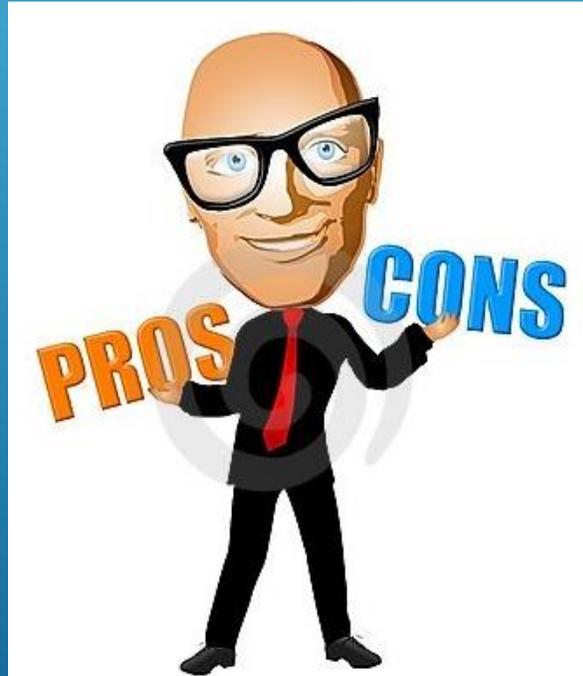
Each week, the PSR students learn more about their faith through a program that connects with Sunday's Gospel reading. Last weekend's Gospel about the vineyard of the Lord was a challenge for the students. For example, one third grader's concerned response to the story ("Someone died!?!") led their class deeper into the significance of Jesus' life and death. In particular, the students wrestled with what Jesus' life and death mean for their own relationships with family members and friends.

# \*Great ways to make your bulletin EFFECTIVE?!

- \*Placement of items
- \*Design and layout
  - \*What look are you going for?
- \*An overall theme
  - \*Color scheme, Fonts
- \*Repeating information – we should be running information at least 2 weeks ahead and multiple times

\*Great ways to make your bulletin  
COST LESS?!

\*Weighing pro's and con's of  
producing the bulletin in-house or  
outsourcing



## \*In-House Production

- \*You can control your own deadlines

- \*You sell your own advertisements and keep the money (otherwise the bulletin is costing you \$\$ to produce)

- \*You can be in total control...BUT what are your contingencies?

## \*Outsourcing

\*You are designing it, but a company is taking the time and responsibility to produce it

\*You can also get great help from the company in terms of design assistance and computer training

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

## \*Outsourcing

\*What is it costing you? What are the incentives/benefits?

\*Negotiate well and be clear of the contractual requirements. It's probably going to be multi-year.

\*What should your bulletin look like (regular info)?

\*What size? How many pages?

\*Avoid inserts – save \$\$

\*Welcome to Guests/Visitors

\*Bulletin must serve your “regulars”  
and your prospective parishioners

\*Do you list the ministry schedule?

\*Do you list Mass intentions?

\*Do you welcome new parishioners?

\*Listing of Staff names and ways to contact?

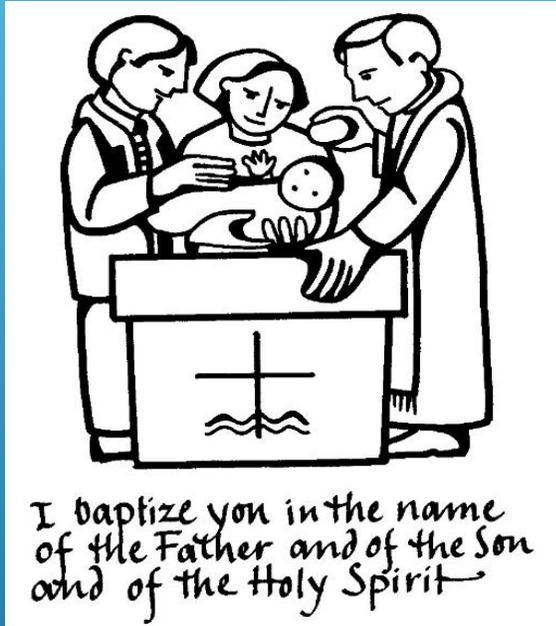
\*Safe Environment notice (different versions)

# \*What should your bulletin look like?

- \*Attendance (by Mass) & Collection
  - \*School info/events
  - \*Community Events
  - \*Catholic Sharing Appeal info & progress
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against a blue background.

\*What should your bulletin look like?

\*Images, Clipart, Graphics, Pictures, Logos



# \*What should your bulletin look like?

\*Filler pages (pre-designed ready to go):

\*Parish Ministries/Programs – Stewardship

\*Remembering the Parish in your will

\*Seminararian Poster/Vocations

\*Historical Pics of Church

\*Prayer to your parish patron

\*Remind parishioners to view/like your website and social media

\*What should your bulletin look like?

\*Filler pages (pre-designed ready to go):

\*Advent Calendar

\*Christmas Flowers

\*Easter Flowers

\*Commemorative Mass Association



\*What should your bulletin look like?

\*Filler pages (designed as you go):

\*Saint of the Day

\*Information from the Pope:

Catholic News.com

\*Pray for... (#PrayforLasVegas)

\*DWC site for bulletin announcements

(login, under Parish Resources, Bulletin Announcements)

\*What else do you do with your bulletin to encourage readership?

\*Take them to shut-ins, nursing homes, etc.

\*Have at doctors' offices

\*Post bulletin to your website – I post on Friday

\*Post on Facebook or show link on FB

\*Send a weekly email with link to bulletin

\*Utilize a parish app (sometimes this is free with bulletin contract)

# \*What else do you do with your bulletin to encourage readership?

March 5, 2017	1.3 MB	287
March-5-2017	9.5 MB	106
February 26, 2017	1.2 MB	406
February-26-2017	11.4 MB	129
February-19-2017	12.3 MB	121

October 15 2017	5.6 MB	240
October 8 2017	4.4 MB	490
October 1 2017	3.2 MB	428
September 24 2017	3.5 MB	629
September 17 2017	4.5 MB	571
September 10 2017	3.8 MB	377
September 3 2017	3.7 MB	256
August 27 2017	8.2 MB	204
August 20 2017	7.4 MB	197
August 13 2017	2.8 MB	423

\*Sharing info with other churches for their bulletins

\*We should try to be collaborative and include other churches' bulletin announcements when we get them (I hear complaints!)

\*When sending info to other churches, please EMAIL the information – do NOT handwrite it!!!

\*Sharing info with other churches for their bulletins

\*Think ahead – some churches may have a Monday deadline for bulletin info. Information should run for at least 2 weeks

\*Include your event announcement in several ways: Short version of text; longer version of text; pre-designed JPEG/TIFF

\*Make it EASY for other church to include or it will find it's way to the “special” file

**Dear Fr.:**

I am writing to request, and would very much appreciate, that the following information be inserted in the Church Bulletin:

**ST. ANTHONY ANNUAL TURKEY DINNER  
SUNDAY, OCTOBER 8, 2017**

It's that time again! Please mark your calendar and join us with family and friends for the annual St. Anthony of Padua Turkey Dinner on Sunday, October 8 – 11:30 A.M. until 3:00 P.M. at St. Anthony School Hall, 630 Main Street, Bridgeport, OH. Menu includes turkey, dressing, gravy, green beans, mashed/sweet potatoes, slaw, cranberry sauce, roll, beverage & dessert. Dinners are \$10.00 for adults and \$5.00 for children under 12.

Raffle tickets available for 50-50, theme baskets, and cash prizes of \$200, \$100 and \$50.

Shuttle Parking will again be available to and from the church parking lots.

Take-out orders will be available at St. Anthony Center (under Church Rectory)



## **TURKEY DINNER**

*St. Anthony of Padua School Hall  
630 Main St., Bridgeport, OH*

**Sunday, October 8**

**11am-3:30pm**

Menu includes: turkey, dressing,

gravy, green beans, mashed/sweet potatoes, slaw,  
cranberry sauce, roll, beverage & dessert.

\$10 for Adults; \$5 for children under 12.

\*Raffle tickets, theme baskets and cash prizes.

\*Take out orders will be available at St. Anthony Center  
(under Church Rectory)

## \*Developing a Timeline

- \*What is your deadline for uploading/printing?

- \*What is a reasonable deadline for submission of bulletin information? Different staff deadline?

  - \*\**You want the information to be current*

- \*Allow time for proofing by someone else!

- \*Planning ahead and noting important items to go in bulletin at least 2 weeks ahead

- \*Special holiday deadlines (printing companies)

# \*Practical Demonstrations

- \*Finding images on the web and how to save them
- \*Using the snipping tool
- \*How to do screenshots and then crop
- \*Matching colors with eye dropper in Publisher
- \*Taking items from bulletin and saving as images for placement on Facebook
- \*Other tricks??
  
- \*Apps – Canva

# \*Closing thoughts

