How to Customize the God’s Love in Action Brochure

The God’s Love in Action brochure provides an easy way for you to produce an attractive, full-color professional brochure that contains specific information about your congregation’s Stephen Ministry. Follow these simple steps to customize the brochure.

1. Create a Print Master with Information about Your Congregation’s Stephen Ministry

First, a template will help you position the information you’d like to include in the blank portion of the brochure. Download a template (in Microsoft Word format) for customizing the God’s Love in Action brochure at www.stephenministries.org/ssbrochure. Or you can create your own template by setting up an 8.5” X 11” page in landscape (horizontal) position using the page margins shown in the diagram to the right.

Type the customized information about your congregation (such as the names and phone numbers of your Stephen Leaders, your congregation’s address and phone number, etc.) into the brochure template. If you’re using one of the downloadable templates (you’ll find several with different text variations from which to choose), simply replace the sample text with the corresponding information about your congregation’s Stephen Ministry. If you’d like your customized text to match the text throughout the brochure, the font is called Gill Sans.

2. Test-Print Your Master

Once you’ve typed in your information, print out the file on plain white paper using a laser printer.

Be sure to proofread the sample text for the brochure (especially telephone numbers) before you print it onto the brochures.

3. Print a Test Copy

Place the God’s Love in Action brochures into the paper tray of your printer. It may take a little trial and error to figure out whether the brochures go in forward or backward, print-side up or print-side down. Once you’ve figured out the
If your congregation’s information prints onto the blank space on the brochure, you’re ready to go! If not, reposition the brochures in the paper tray or adjust the margins on your template and run another print.

Printers can vary greatly in how they feed, print, and handle paper. If multiple attempts to print or copy the text onto the back panel of the brochure prove unsuccessful, please contact the service person for your printer. Stephen Ministries is unable to provide help with specific printers or copiers. (A local copy center or print shop may be able to photocopy the print master onto the brochures and fold them for you for a few cents each.)

4. Print Your Brochures

Once you’re sure that the template and your brochures are positioned correctly, set the number of copies you want to print and hit “Print.” It’s a good idea to stay near the printer during printing so you can spot-check to be sure everything is still printing correctly.

5. Fold the Brochures

Fold the brochures so that the panel with the large title “God’s Love in Action” is the front flap and the panel with the Stephen Ministry logo is the inside flap. (See the diagram.) If you’re using a folding machine, run a test first to be sure the machine is set to fold the brochures correctly and you have the brochures in the right position.

It’s Really Easy!

Customizing these brochures is quite easy if you follow this step-by-step plan—and once you’ve done it one time, future batches will be even easier. Best of all, you’ll have a great-looking brochure with specific information about your Stephen Ministry that you can use to build awareness and ownership in your congregation.

To order more God’s Love in Action brochures, log on to www.stephenministries.org or call (314) 428-2600.