How to Customize the *Stephen Ministry—Help, Hope, Healing* Brochure

The *Stephen Ministry—Help, Hope, Healing* 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 *Help, Hope, Healing* brochure at www.stephenministries.org/ssbrochure. You can also 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 on this page.

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, and so on) into the brochure template. If you’re using one of the downloadable templates (you’ll find several with different text variations to choose from), 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, use the font *Open 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 *Help, Hope, Healing* 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 correct positioning, write it down for the next time. Then print your congregation’s brochure text onto a brochure.

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 “Help, Hope, Healing” is the front flap and the panel with the Stephen Ministry logo is the inside flap. (See the diagram.)

It’s Easy!

Customizing these brochures is easy if you follow this step-by-step plan—and after the first time, future batches will be even easier. When you’re done, you’ll have a great-looking brochure that you can use to build awareness and ownership for Stephen Ministry in your congregation.

To order more Help, Hope, Healing awareness-building resources, visit www.stephenministries.org/HelpHopeHealing or call (314) 428-2600.