How to Customize the *Stephen Ministers Are Ready to Care* Brochure

The *Stephen Ministers Are Ready to Care* brochure provides an easy way for you to have 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 Containing Information about Your Congregation’s Stephen Ministry**

   First, type in the customized information you want to appear on the brochure (such as the names and phone numbers of your Stephen Leaders, your congregation’s address and phone number, etc.)

   A template will help you position this information so it fits into the blank area of the brochure. Download a template (in Microsoft Word format) from www.stephenministries.org/ssbrochure or create your own by setting up an 8.5”x11” page in landscape (horizontal) position using the page margins shown in the diagram to the right.

   Once you have a template, type in the information about your congregation. If you’re using one of the downloadable templates (you’ll find several to choose from with different text variations), simply replace the sample text with the corresponding information about your congregation’s Stephen Ministry.

2. **Print Your Master**

   Once you’ve typed in the information, print your file on plain white paper. A laser printer works best for this, but if you don’t have one, an inkjet printer set to the finest print setting will create good results as well. Make sure that you proofread it well (especially any telephone numbers) before copying it onto the brochures.

3. **Run a Test Copy**

   Place the *Stephen Ministers Are Ready to Care* brochures into the paper tray of your office copier. 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 place your print master onto the copy surface...
and run a test copy. If the congregation information prints onto the blank space on the brochure, you’re ready to go! If not, reposition the laser print on the copy surface or the brochures in the paper tray—or both, if necessary—and run another test copy.

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

4. Make Your Copies

Once you’re sure your laser print and brochures are positioned correctly, set the number of copies you want to copy and hit “Print.” It’s a good idea to stay near the copier during the copying 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 “Stephen Ministers Are Ready to Care” is the front flap and “Stephen Ministers Care for People Facing Tough Times” 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 Quite 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 Stephen Ministers Are Ready to Care brochures, log on to www.stephenministries.org or call (314) 428-2600.