

# Build a Bulletin Instructions

Standard bulletin example

Community of Christ			Community of Christ		
Parkview Worship Service			Parkview Worship Service		
January 19, 2025 11:00 AM Worship			January 19, 2025 11:00 AM Worship		
<b>Presiding Elder</b>	<b>Ken Rust</b>	<b>(816) 813 - 0485</b>	<b>Presiding Elder</b>	<b>Ken Rust</b>	<b>(816) 813 - 0485</b>
<b>Financial Officer</b>	<b>Tony Jenkins</b>	<b>(224) 280 - 0859</b>	<b>Financial Officer</b>	<b>Tony Jenkins</b>	<b>(224) 280 - 0859</b>
<hr/>			<hr/>		
Prelude		Piano	Prelude		Piano
Introit		The Welchers	Introit		The Welchers
<hr/>			<hr/>		
Welcome and Call to Worship		Elder Neil Carriker	Welcome and Call to Worship		Elder Neil Carriker
*Opening Hymn: # 313 "Look for the beautiful"			*Opening Hymn: # 313 "Look for the beautiful"		
*Invocation		Elder Vic Monroy	*Invocation		Elder Vic Monroy
*Response		Piano	*Response		Piano
Offeratory		bro. Carriker	Offeratory		bro. Carriker
Scripture Reading		Priest Gabriel Monroy	Scripture Reading		Priest Gabriel Monroy
Special Music		Sandy Welcher	Special Music		Sandy Welcher
Ministry of the Spoken Word		Priest Gabriel Monroy	Ministry of the Spoken Word		Priest Gabriel Monroy
*Closing Hymn: # 350 "I'm pressing on the upward way"			*Closing Hymn: # 350 "I'm pressing on the upward way"		
*Benediction		Deacon Stephen Colyer	*Benediction		Deacon Stephen Colyer
*Response		Piano	*Response		Piano
*Postlude / Recessional			*Postlude / Recessional		

Presiding: Elder Neil Carriker - Pianist: Tony Jenkins

The build a bulletin feature of the Parkview Congregation web site provides a simple interface to allow individuals responsible for producing a worship service bulletin to accomplish that task.

An example bulletin (shown above) is already filled out in the form input fields. If the bulletin to be produced follows a mostly standard order of worship, you may simply replace the appropriate text, delete unwanted text, and click the view/print button to see the net results as a pdf in another tab of the browser.

You may continue to make changes and hit the view/print button over and over until you are satisfied with the results. You may note that a new radio group at the bottom asks if the bulletin is for the communion service or not. This selection will alter the footing as "kneeling" is only included for the communion services.

Once you are satisfied with the resulting pdf, you may click on the print icon in the upper right hand of the pdf viewer and print the resulting pdf. Or, you may change the destination to "Save as PDF" and save the result to your hard drive. This latter option will allow you to then email the pdf file to get it on the web site so that individuals joining the service on You Tube can follow the order of worship. At present, email the file (as an attachment (paperclip)) to [cowtown\\_cookers@hotmail.com](mailto:cowtown_cookers@hotmail.com).