

# 1

## Select Your Mission Categories

Select Four Mission Areas:

Youth	Justice	Family Ministry	Pastoral Care	Music
Missions & Outreach	Worship	Christian Education	Fellowship	Getting Connected
Care & Compassion	Loving Outreach	Authentic Relationship	Nurture	Support & Enable
Helping	Teaching	Building Faith	Sharing Christ	Reaching Up
Making Disciples	Empower	Recreation	Discipleship	Outreach

Apply

Choose 3-5 Mission Categories

# 2

## Enter Line Item Budget

Enter Your Line Item Budget:

Select expense type	Amount	Description
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Add item

Category	Description	Amount	Remove
Salary	Pastor	\$65000	X
Nonsalary	Building/Maintenance	\$29000	X
Salary	Business/Office Staff	\$45000	X

Reset Mission Categories

Allocate Line Items

Worksheet on reverse page

# 3

## Allocate Line Items

Allocate Your Line Items to Your Mission Areas:

**Pastor: \$65000**

Category Youth	Category Worship	Category Outreach
20%	50%	30%

**Building/Maintenance: \$29000**

Category Youth	Category Worship	Category Outreach
10%	40%	50%

**Business/Office Staff: \$45000**

Category Youth	Category Worship	Category Outreach
33%	33%	33%

Return to Line Items

Save Budget

Worksheet on reverse page



# 4

## CREATE Your Content

### Your Content Checklist



#### Confirm your address and congregation name

A quick check that your address information and name are correct.



#### Set Your Pastor Information

Input your pastor contact information.



#### Set Your Treasurer Information

Input your treasurer information for the front page of the brochure.



#### Write a brief 'About Us' section

We'll help you write a short but compelling overview of your church.



#### Write an overview of recent stewardship activity

Review the successes of last year while looking forward to new adventures.



#### Write and customize a brief summary of each of your mission areas

Identify the standout achievements in your mission areas and customize your graphics.



#### Customize your scripture passage (optional)

Pick a scripture passage and image that best represents your church.



#### Customize front page image (optional)

Customize the image on the front of the brochure





**Confirm your address and congregation name**

A quick check that your address information and name are correct.



Congregation Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

*Info will be pre-filled. Simply enter changes, if any.*



**Set Your Pastor Information**

Input your pastor contact information.



Title: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Must use either e-mail or telephone; if both, then telephone will display.*



**Set Your Treasurer Information**

Input your treasurer information for the front page of the brochure.



Title: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Must use either e-mail or telephone; if both, then telephone will display.*



**Write a brief 'About Us' section**

We'll help you write a short but compelling overview of your church.



**Up to 500 Characters**

**Instructions:**

Use this section to briefly introduce your congregation. This section can help highlight what makes your church unique.

**Tips**

- Focus on how your congregation helps improve the lives of your community
- Avoid jargon or insider language; be straightforward and direct
- Focus on what makes your congregation special

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### Write and customize a brief summary of each of your mission areas

Identify the standout achievements in your mission areas and customize your graphics.



Up Choose your “Mission Areas” and click to edit.




## Mission Area Control Panel

### Customizing your Mission Area Content:

This section allows you to create and edit information about each of your mission focus areas.


We have loaded default graphics for each area. You can replace these with other icons or with your own photos if you choose. Once you provide text, a checkmark will appear next to the category, indicating it is ready to be included in the brochure.

Outreach



T 29/500 / Default Graphics

Worship



T 29/500 / Default Graphics

Youth



T 29/500 /



Write your “Mission Area” and Description where provided

### Write your Mission Area Description Here:

Header:

Outreach

Description:

Default mission category text

29/500 characters

Submit



Pick different icons or graphics

### Customize Your Graphics:

Slot One



Pick from Library

Upload New



### Customize your scripture passage (optional)

Pick a scripture passage and image that best represents your church.



Default scripture is:

Based on the gifts each one has received, use it to serve others.

1 Peter 4:10



### Customize front page image (optional)

Customize the image on the front of the brochure



Default picture is: