

PRESBYTERY OF RIVERSIDE
**CONNECTING
ADMINISTRATIVE
PROFESSIONALS**
LUNCH, LEARN, & NETWORK



Presbytery of Riverside

WEEKLY BULLETIN SOLUTIONS
TUESDAY, AUGUST 14, 2018
NOON – 2:00 PM

PRESBYTERY OFFICE
1875 N. D STREET, SAN BERNARDINO, CA 92405

We welcome all administrative professionals supporting ministries of the Presbytery of Riverside to come, learn, and share ideas as we focus on the challenges, resources, and technologies used to produce and distribute the weekly bulletin.

How do you provide the order of service? How are you welcoming to guests? How do you capture and communicate announcements? How do you remain efficient but fresh? What is the most fun? What do you wish was easier or less tedious? What works to inspire and include others?

To prepare for the meeting:

1. RSVP by August 9 to let us know to plan for you.
2. Email Carrie with:
 - The software program(s) used to create and distribute your bulletin.
 - A specific bulletin challenge.
3. Bring 16 copies of a representative bulletin to the meeting to share.
4. Bring your calendars and we'll schedule our November meeting.

A RESPONSE BY THURSDAY, AUGUST 9 WILL HELP US PLAN LUNCH & MATERIALS.

CONTACT CARRIE BLACK AT (909) 881-1595 OR

RIVERSIDEPRESBYTERY.INFO@RIVERSIDEPRESBYTERY.COM