



First Evangelical Church of San Gabriel Valley

聖迦米羅省基督教會

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Weekly Bulletin Preparation Guidelines and Timeline

FECSGV bulletin consists of two versions: English and Chinese

	English	Chinese		
		All church	Mandarin	Cantonese
Worship Service Program	x		x	x
All church announcements	x	x		
Congregational announcements	x	English congregational only	x	x
ACC announcements	x	x		
Youth Ministry announcements	x	x		
Children's Ministry announcements	x	x		
Five-year Plan news	x	x		

1. all-church announcements
 - items, in both English and Chinese, should reach the Director of Administration no later than **Wednesday 5:00pm**
 - Director of Administration will send the typed bilingual draft to Senior Pastor on **Thursday 10:00am**
 - Senior Pastor will approve or give feedback to Director of Administration on **Thursday 3:00pm**
 - Director of Administration will send the English version to the English Pastoral Assistant for inclusion in the English bulletin and the Chinese version to Asst Administrator for inclusion in the Chinese bulletin by **Thursday 3:00pm**

2. Mandarin and Cantonese bulletins
 - congregational pastor or his/her designee submits the Chinese items to the Asst Administrator by **Wednesday 5:00pm**
 - brothers and sisters, who would want to add items, will be referred to the congregational pastor or his/her designee for decision
 - Asst Administrator types up the items for congregational pastor or his/her designee to approve by **Thursday 12:00 noon**
 - Congregational pastor or his/her designee lets Asst Administrator have the approved version by **Thursday 2:00pm**
 - If congregational pastor or his/her designee gives Asst Administrator the typed-up versions, please e-mail to the latter by **Thursday 2:00pm**

3. English bulletin

- ACC Director or his/her designee, Youth Director and Children's Ministry Director send their announcements to English Pastoral Assistant for inclusion in the English bulletin by **Wednesday 5:00pm**. A copy should also be sent to Asst Administrator at the same time for translation into Chinese and inclusion in the Chinese bulletin
- English Pastoral Assistant prints out an English bulletin for Asst Administrator to make copies by **Thursday 3:30pm**
- Asst Administrator translates English congregation announcements into Chinese for inclusion in the Chinese bulletin

Coordination, printing and collation

- Asst Administrator seeks approval of ACC Chinese announcements from ACC Director by **Thursday 12:00 noon**
- Director of Administration makes sure that the English and Chinese versions of the announcements on all church, English Congregation, ACC, Youth Ministry, Children's Ministry, and Five-year Plan are congruent by **Thursday 4:00pm**
- Asst Administrator will print copies of English, Mandarin, and Cantonese bulletins, adjusting the total number of copies based on the number of attendance of the preceding Sunday. This has to be done by **Thursday 5:00pm**
- Volunteers come to collate bulletins by **Friday 1:00pm**