

Instructions and Good principles for making bulletins

Specifics

If your word processing program allows it, create an 8.5” x 5.5” folded “bookfold” bulletin with .5” margins. If it cannot, the bulletin should be in 8.5” x 11” with 1.25” margins.

- It should conform to the text and rubrics of the rite being used-and please state what rite (i.e., '79 BCP, ACNA, etc.) is being used.
- The Bulletin should contain everything that a participant needs to full participate in the liturgy. You can decide if you want to print everything that is said in the entire liturgy, but the congregation should not have to open any other book (except possibly a hymnal) to know what to say/sing. This includes the following:
 - Every time the congregation is to stand, sit, or kneel (see further notes below about rubrics like these)
 - All the text that the congregation is to sing or say
 - If portions of the liturgy are chanted, the chant should be printed in the bulletin, not indicated by a page number in the Hymnal.
- You will need to supplement the rubrics in the BCP, either because they list options that you will not sure, or because additional directions are necessary to make things clear (e.g., “The choir will chant the Psalm.”). If you simply cut and paste, you will fail the assignment!
- The format of the 79 BCP should be followed: the rubrics that indicate who is speaking is in italics and the text that is spoken is in regular font. For example:
Priest The Lord be with you.
People And also with you.
Priest Let us pray.

Almighty God...

- You must choose appropriate hymns and/or songs for each liturgy. For hymns, list the hymn with the number left-justified and the tune name right-justified
- You must include directions about **how** persons are to receive communion (Will they be released from their row by an usher? Are they allowed to self-intinct? etc.) as well as **who** is able to receive.
- The only items that do not need to be printed in the bulletin are:
 - Hymns (though you may include them if you wish)
 - The full text of the lessons (though you may include them if you wish)
 - The full text of the entire Eucharistic Prayer (though you may include it if you wish)
- You must include the Psalm text. Be sure to indicate how the Psalm is read and/or sung.

The Rite Song (online access).

You should have received an email in your Nashotah House email account. You login by going to <https://www.riteseries.org/>, clicking “LOG IN” across the top, and then entering your email

address and the temporary password given at the bottom of the system email. You can make use of this when completing the bulletin assignments below to get music files to insert. DO NOT USE the RiteStuff bulletin creator for this assignment. Its formatting is terrible and the Word file it spits out is very difficult to manipulate. If you do not have access, please email the Rev. Bramwell Richards at brichards@nashotah.edu to receive login access.

Stylistic Guidelines

- **Don't add any spaces between a rubric in italics and the text that it describes or introduces. If you do have a space (like in the '79 BCP), the space should be only 4- or 6-point font, like in the '79.**

When there is a Liturgy of the Word, the Celebrant begins with the Collect of the Day

O God, Creator of heaven and earth: Grant that, as the crucified body of your dear Son was laid in the tomb and rested on this holy Sabbath, so we may await with him the coming of the third day, and rise with him to newness of life; who now lives and reigns with you and the Holy Spirit, one God, for ever and ever. Amen.

OR

When there is a Liturgy of the Word, the Celebrant begins with the Collect of the Day

O God, Creator of heaven and earth: Grant that, as the crucified body of your dear Son was laid in the tomb and...

NOT

When there is a Liturgy of the Word, the Celebrant begins with the Collect of the Day

O God, Creator of heaven and earth: Grant that, as the crucified body of your dear Son was laid in the tomb and...

- However, when a rubric is followed, not by text that is said, but by a hymn or some other item, **a full space** should follow the rubric:

All stand.

Hymn 325, All Hail the Power of Jesus name

- When multiple versicles and responses are together, place a space between each set (preferably 6-point font) so that the “couplet” is visually clear to the reader. A full space between each “couplet” is much more difficult to read.

The Celebrant then continues

	There is one Body and one Spirit;
<i>People</i>	There is one hope in God’s call to us;
<i>Celebrant</i>	One Lord, one Faith, one Baptism;
<i>People</i>	One God and Father of all.
<i>Celebrant</i>	The Lord be with you.
<i>People</i>	And also with you.
<i>Celebrant</i>	Let us pray.

- Like in the above example, where there are multiple instances in a row of the Celebrant speaking and then the people, be sure that the spacing/tabs are identical.

[example of what NOT to do]

<i>Celebrant</i>	Do you believe in God the Father?
<i>People</i>	I believe in God, the Father almighty, creator of heaven and earth.
<i>Celebrant</i>	Do you believe in Jesus Christ, the Son of God?
<i>People</i>	I believe in Jesus Christ, his only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead.
<i>Celebrant</i>	Do you believe in God the Holy Spirit?
<i>People</i>	I believe in the Holy Spirit, the holy catholic Church, the communion of saints,

the forgiveness of sins,
the resurrection of the body,
and the life everlasting.

[*example of what you SHOULD do*]

Celebrant Do you believe in God the Father?

People I believe in God, the Father almighty,
creator of heaven and earth.

Celebrant Do you believe in Jesus Christ, the Son of God?

People I believe in Jesus Christ, his only Son, our Lord.
He was conceived by the power of the Holy Spirit
and born of the Virgin Mary.
He suffered under Pontius Pilate,
was crucified, died, and was buried.
He descended to the dead.
On the third day he rose again.
He ascended into heaven,
and is seated at the right hand of the Father.
He will come again to judge the living and the dead.

Celebrant Do you believe in God the Holy Spirit?

People I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting.

- **However, when items such as the General Confession, the Creed, and the Postcommunion prayer are printed, which are longer prayers that are said in unison, follow the BCP's practice of not justifying them full to the left, but tabbing in lines that do not begin a sentence. This makes it much easier for the eye to find where they are in the prayer.**

Most merciful God,
we confess that we have sinned against you
in thought, word, and deed,
by what we have done,
and by what we have left undone.
We have not loved you with our whole heart;
we have not loved our neighbors as ourselves.
We are truly sorry and we humbly repent.
For the sake of your Son Jesus Christ,
have mercy on us and forgive us;

that we may delight in your will,
and walk in your ways,
to the glory of your Name.
Amen.

NOT

Most merciful God,
we confess that we have sinned against you
in thought, word, and deed,
by what we have done,
and by what we have left undone.
We have not loved you with our whole heart;
we have not loved our neighbors as ourselves.
We are truly sorry and we humbly repent.
For the sake of your Son Jesus Christ,
have mercy on us and forgive us;
that we may delight in your will,
and walk in your ways,
to the glory of your Name. Amen.

And

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father.
Through him all things were made.
For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.
For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;

he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

NOT

We believe in one God,
the Father, the Almighty,
maker of heaven and earth,
of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made,
of one Being with the Father.
Through him all things were made.
For us and for our salvation
he came down from heaven:
by the power of the Holy Spirit
he became incarnate from the Virgin Mary,
and was made man.
For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

- **Putting the People's words in bold and bigger font, when the indicators of who is speaking are already in italics, is very busy visually and should be avoided.**

NOT

The Celebrant then continues

People There is one Body and one Spirit;
There is one hope in God's call to us;

Celebrant One Lord, one Faith, one Baptism;
One God and Father of all.

Celebrant The Lord be with you.
People **And also with you.**

Celebrant Let us pray.

INSTEAD

The Celebrant then continues

People There is one Body and one Spirit;
There is one hope in God's call to us;

Celebrant One Lord, one Faith, one Baptism;
People One God and Father of all.

Celebrant The Lord be with you.
People And also with you.

Celebrant Let us pray.

- **Excessive differences in fonts sizes should be avoided. Too many headers (like all of those in the '79 BCP) becomes very confusing. Recommended sizes are something like this:**

Rubrics 11 point font

Words said aloud 12 point font

Headers 14 point, bold font

- **The Preparation Rites**
- **The Service of the Word**
- **The Liturgy of the Altar**
- **The Concluding Rites**

Subheadings 12 point, bold font

- **First Lesson**
- **Gradual Psalm**
- **Gospel Lesson**
- **Nicene Creed**
- **Prayers of the People**
- **The Confession of Sin**
- **Offertory**
- **The Sursum Corda**
- **The Canon of the Mass**
- **Communion Devotions** (included are the Our Father, fraction anthem)
- **Postcommunion Prayer**

- **Blessing**
- **Dismissal**

- **Keep the clarifying rubrics that you add as succinct and economical as possible. Words like “please” and “as your are able” should be avoided. The repetition of the phrase, “if you are able,” throughout a bulletin is easily tiresome. If indicating the latter is important, just add a note at the beginning of the bulletin to this effect:**

The directions for when to stand, kneel, and sit are included to help worshipers participate as fully as possible. If you are in any way impaired from standing or kneeling, please feel free to remain seated.

- **There is no need to add a rubric such as “All remain standing.” Simply put (*standing*) after the heading of an item.**

...and the life of the world to come. Amen.

The Prayers of the People (*standing*)

Deacon

With all our heart, and with all our mind, let us pray to the Lord, saying, “Lord, have mercy.”

After each petition, the Deacon will say,

Let us pray to the Lord.

People Lord, have mercy.

- **Note in the above example: if the rubrics indicate who will say something, don’t indicate that twice:**

At the conclusion of the reading, the Lector will say,

The Word of the Lord.

People Thanks be to God.

NOT

At the conclusion of the reading, the Lector will say,

Lector The Word of the Lord.

People Thanks be to God.