# The Colume 44 · Number 1 Colume 44 · Number 1

#### HOW-TO

#### Solve common newsletter problems in a snap

Heading into a new year is a great time to assess the church newsletter and look for small fixes that make a big impact. Based on the mail we get from a wide variety of churches, most publications are quite impressive especially considering that many editors lack a design background.

But several problem areas tend to crop up repeatedly, and they're fairly easy to correct. So in the spirit of constructive feedback and ongoing improvement, we offer these solutions to common newsletter problems. Which ones can you apply to your own publications for 2022?

it stand out and call attention to it. But if everything is boxed, there's no benefit. When *everything* stands out, nothing stands out.

Boxing also eliminates any sense of narrative flow by chopping content into separate segments. Most newsletters can be improved by reserving boxes for selected items.

Rather than trying to make a oneor two-sentence announcement stand out by boxing it, group several shorter announcements together in a section titled "Short Takes" or "Bits and Pieces."

One editor suggests this trick: "In my software program, I draw the box, type the article and justify the lines. Then I select 'no color' for the lines around the article. Then the article forms its own box shape."

**AFTER** 

Continued on page 2





Continued from page 1

We'd love to see your newsletter!

For details about how to share it, look below the "Featured" section on page three.

#### Overpacked pages

Saving paper by fitting everything onto a few pages may be good on the budget, but it's distracting for readers. When copy crams every nook and cranny of a layout, people find it challenging to focus on — and finish — an article.

If your newsletter has too much news for its space, you can add pages or increase their size — or both. Doing so allows room for separation of paragraphs, bold print for headings, more than one column and wider margins.

Increasing the space also means the text can be larger. Small print is difficult to read, especially for people with visual impairments.

Another option is to place (or continue) articles on the church website. Just make sure those online pages aren't packed to the gills either.

#### Too much bold (or italics or all-caps)

Again, when everything stands out, nothing stands out. Most of us have seen movies where an official gets on the horn and shouts, "NOW HEAR THIS!" That's what bold type does. It says, "Hear this, see this, this is important!"

Use bold type (sparingly) to tell of events that are more than routine news. When it's overused, bold type loses its ability to emphasize. The same thing applies to the use of italics and all capital letters, which are difficult to read in large amounts.

#### Font overload

It's nice to visit an ice cream store with dozens of flavor choices, but at the counter, you generally order only one or two of them. Think of your newsletter the same way. Variety is the

spice of life, but like everything else, it can be overdone.

When newsletters use too many font styles and sizes, a "crazy quilt" of words and paragraphs can result. The many changes in type are usually distracting rather than enhancing.

If text tends to focus readers' attention on font styles instead of on the meaning of the words themselves, too much font variety exists.

#### Unrecognizable photos

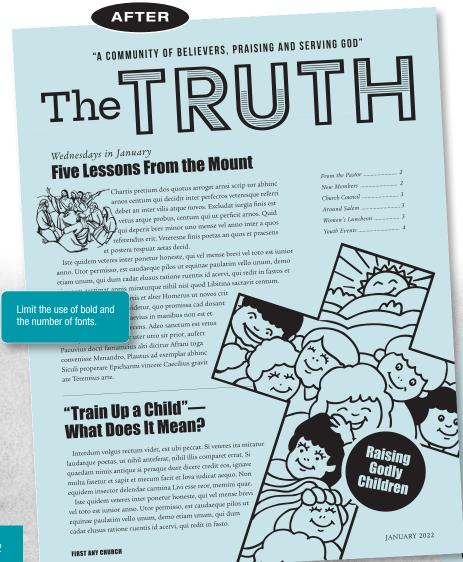
Pictures of people doing things are great additions to newsletters, and everyone enjoys them. Unfortunately, many of these photos are of poor quality because they're dark, fuzzy or so small that faces can't be recognized.

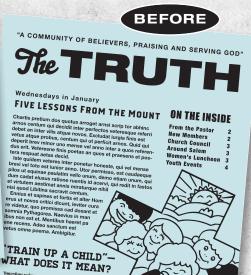
If you're going to use photos — which we highly recommend — make sure to use a procedure that results in high-quality images. (And remember to use explanatory captions!)

#### **Show-through**

When newsletters are printed on paper that's too thin, the print and graphics from one side of a page are visible through the other side. This makes reading extremely difficult. The pages look "dirty," and readers get distracted. That, in turn, gives people a poor impression of the publication — and possibly the church. The quick fix for this problem is to use paper that's heavy enough to avoid show-through.

Take time to review your publication. A newsletter can do a lot of great work for your church, so make sure yours is up to the task. ••





#### EDITING

#### Use a proofreading checklist to avoid errors

Deadline pressure plus important communications often equals typos and other errors. Unfortunately, having enough staff and time to thoroughly proofread each publication is a luxury that most church editors lack.

In the race to publish on time, resist the temptation to cut corners on proofreading. Instead, use a list to double-check high-risk material. Start with these suggestions and adapt as necessary. If possible, have another person walk through this checklist so the publication benefits from fresh eyes after layout. And allow yourself some grace; after all, nobody is perfect!

- Check headlines, subheads and captions. Ironically, it's often harder to catch typos in bigger type sizes. Check spelling and punctuation, and make sure the headings and captions are linked to the correct articles and pictures.
- Check page numbers and article jumps. Make sure page numbers are sequential and "to be continued" locations are correct. This is especially important when articles have been

- moved around a lot at layout. Be sure all the page numbers show up and aren't covered by text or clip-art.
- Check dates and data. Confirm that all announcements contain the correct dates, times, locations, prices and so on. Then review the calendar to verify that those dates match the article content. Especially beware of dates and other details left over from a previous issue (for example, in the nameplate and in pickup articles).
- Check names and contact info. Spell-checkers won't help you here. People get upset when their names are printed incorrectly, so make an extra effort to get these right. Error-free phone numbers, addresses, email addresses and website URLs are also vital. Readers can usually figure out a spelling typo, but incorrect contact information will leave them stumped.
- Check last-minute additions. "Hot" items are, by nature, rushed. So slow down to carefully re-proof any material that arrived at or after deadline, as well as items that needed many revisions.



- Check for clusters of mistakes. Errors are social creatures; they like to hang out together. So if you find a mistake, carefully read the surrounding text. You're likely to find more problems nearby.
- Check layout inconsistencies or glitches. Watch for lines that drop out of a text box if you change the content, especially if you use a "set" height instead of a "content" height for the box.
- Check for punctuation that normally occurs in pairs. For example, ensure that each beginning quote has an end quote and that each opening parenthesis has a closing one.



#### FEATURED

# Church spreads the news(letter) in several joyful, artful ways

Like all newsletter teams, the people who publish *JOYful News* are eager for people to read its material. So they use a variety of distribution and publicity methods (and our attention-grabbing artwork) to alert readers that a new issue is available. A page on the church website is devoted to the newsletter, with links to past issues surrounding the large text treatment read\_19826c. And the church's Facebook page features a post about each new issue, complete with a link and artwork. (This "News" photo is write\_19848ac.) Have fun sharing news of each new issue!

*JOYful News* is a publication of Joy Lutheran Church, Centuria, Wisconsin. **(1)** 

Want us to see your e-newsletter? Add us to your mailing list: smartin@comresources.com

Want us to see your print newsletter? Add us to your mailing list: The Newsletter Newsletter, PO Box 9290, Canton OH 44711





#### THE BASICS

#### 14 tips to improve newsletter content

If your church newsletter is designed well but lacks substantive and interesting content, people won't stick around. Follow these guidelines to use space wisely and engage readers.

- 1. Reserve page one for news. The pastor's column is usually commentary and should appear on an inside or back page.
- 2. Include articles by members and laypeople to add interest.
- 3. Provide brief summaries, not complete minutes, of key meetings.
- 4. Make each issue inclusive by adding material for all ages and stages: children, youth, singles, seniors, homebound members, etc.
- 5. Maintain a list of all the church's organizations and their regular activities. Then use it to ensure that all groups are represented in the newsletter pages.
- 6. Keep congregants in touch with college students. Consider featuring the name and address of a different student in each issue.
- 7. If you dedicate a full page to a calendar, make sure you have a relatively full schedule of events. An empty calendar conveys the impression of a boring church.
- 8. Don't turn the newsletter into a balance sheet by including detailed

- financial information. Summarize and condense financial data for easy comprehension.
- 9. Use a cartoon or humor, when appropriate.
- In general, place material consistently from issue to issue.
   But add variety occasionally by printing poems, quotes and so on.
- 11. Don't avoid difficult issues. A church newsletter is an appropriate place to struggle with vital moral issues that affect members of the congregation and community. Be sensitive, fair and compassionate.
- 12. Include brief vignettes or articles reprinted from 10, 25 or 40 years ago. (To avoid confusion, identify the timeline; for example, "From 40 years ago this month.")
- 13. Recruit volunteers with a Help Wanted column. List specific tasks and provide details for how people can respond.
- 14. Make sure the answers to puzzles and quizzes appear farther back in the same issue. Don't make readers wait until next time!

## **Celebrate special events with cards**

ART TIP

Use this month's new artwork to design custom greeting cards for church members. With your favorite software, personalize cards by including people's names on the front or as part of an inside message. Print the design on blank note cards or on 24-pound paper that you fold. For best results, use a color printer. **()** 







From a worship bulletin:

The meeting was likely canceled, he conjured.

Sunday's services were online only

What powers did he use to *conjecture* that?

Send bloopers to service@NewsletterNewsletter.com.

#### A prayer for Epiphany



O Lord Jesus Christ, heavenly King, thank you for bringing both Jews and Gentiles to hear your voice. Enable us to follow your holy Word, as those from the East followed the leading of a star. Give us grace to confess your holy name. Rule us by your

Spirit, so that the joys of your birth may increase in us. Hear our prayers and cries. Accept our offerings, which you yourself have given us: the gold of our faith, the incense of our prayers, and the myrrh of our contrite hearts. Deliver us from the destructive ways of sin, and lead us in the ways of peace and in the paths of righteousness. Grant us all, when this life is done, a participation in the joys of the Year of Jubilee in heaven, where we shall praise and serve you and the Father who live and reign in unity with the Holy Spirit, now and forever. Amen.

-Wilhelm Loeh (adapted)

image above: EPIPHANY\_23790, EPIPHANY\_23790C

#### What's in a name?

As the U.S. evacuated thousands from Afghanistan in August 2021, an Afghan woman gave birth on a plane. She named her daughter Reach — the name of the aircraft that brought her family to safety.

Many people name their children after loved ones or special events; a child born on Christmas might be called Noel or Holly. In Bible times, too, names often had meanings: Eve likely means "mother of all living"; Abraham, "father of many"; Isaac, "laughter." Moses is a play on words with the Hebrew for "draw out" because Pharaoh's daughter drew him from the Nile.

Of course, the most important biblical name is Jesus, which means "The Lord saves." As the angel told Joseph, "[Mary] will bear a son, and you shall call his name Jesus, for he will save his people from their sins" (Matthew 1:21, ESV). The Christian church traditionally celebrates Name of Jesus on January 1. But every day, as we pray in Jesus' name, we remember that what's in *this* name is the salvation God offers to all.

#### **Special dates**

- New Year's Day, January 1, 2022
- Epiphany, January 6, 2022
- Baptism of the Lord, January 9, 2022
- Religious Freedom Day, January 16, 2022
- Martin Luther King Jr. Day, January 17, 2022
- Week of Prayer for Christian Unity, January 18-25, 2022

#### **Preparation for worship**

God, you are always doing "a new thing" (Isaiah 43:19) in the world and in my life. On the cusp of this new year, open my heart to your good plans.

May everyone gathered for worship today know that, as siblings of Jesus, they too are God's beloved.

. . .

"How precious is your steadfast love, O God!" I thank and praise you that "all people may take refuge in the shadow of your wings" (Psalm 36:7, NRSV).

On a cold winter morning, Holy Spirit, enfold me in the warmth of your love.

. . .

I praise you, O Lord, that even before you formed me in the womb, you knew me and had plans for my life! (Jeremiah 1:5)

#### **Words of welcome**

As the shepherds and magi worshiped the Wordmade-flesh, we too gather to worship the Lord. Welcome, one and all.

. . .

Welcome to worship — each and every one of you, a chosen and beloved child of God. May we follow Jesus into the work of ministry.

...

Welcome to worship, fellowship and Christian education at \_\_\_\_\_ Church. We are honored to be with you in the Lord's presence.

•••

We gather for worship because, echoing Nehemiah, "the joy of the LORD is [our] strength" (8:10). Welcome!

. . .

As Jesus told his hometown listeners (Luke 4:21-30), God's care reaches beyond all borders. Whoever you are and wherever you come from, you are welcome here.

• "There are far, far better things ahead than any we leave behind."

-C.S. Lewis

• "One resolution I have made, and try always to keep, is this: to rise above the little things."

-John Burroughs

• "Deep roots are not reached by the frost."

-J.R.R. Tolkien

#### **Lighting the way for others**



When Ida Nelson, head tribal clerk of a remote Alaskan village, heard an airplane flying low after dark, she knew something was wrong. Igiugig (Igggy-yaw-gigg), population 70,

isn't normally a nighttime destination. Indeed, the medevac flight was coming to pick up a sick child.

Because the local airstrip's lights had been vandalized, the plane was having trouble landing. Nelson began alerting neighbors, and within minutes, villagers lined the runway with their vehicles, headlights blazing. The pilot was able to land and then safely deliver the sick child to an Anchorage hospital. The airlift service praised the residents' determination, but Nelson describes their effort as "normal" and "ordinary."

What everyday actions can you use to provide light amid darkness? How can you shine Jesus' light in a world that needs him?

image above: LIGHTS\_23791, LIGHTS\_23791C

#### So help me God

No matter how firm our resolutions, we can't make ourselves better people by ourselves. God empowers our good works when we rely on his aid.

H.P. Nichols, a 19th-century poet, wrote:

If I resolve, with the new year, a better child to be,
'Twill do no good at all, I fear, but rather harm to me,
Unless I try, with every day,
no angry word to speak;
Unless, each morn, to God I pray to keep me mild and meek.
Then let me try with all my might, and may God help me too,
Always to choose the way that's right, whatever act I do.

#### **Facing the future**

Don't worry about the future. Worry quenches the work of grace within you. The future belongs to God. He is in charge of all things. Never second-guess him.

-François Fenelon

#### Winter wonder

If you're tired of shoveling snow by now, just be glad you didn't live in what's now Keogh, Montana, in January 1887. Two years before that area became a U.S. state, personnel at an army fort saw a Frisbee-sized flake falling from the winter sky. Scientists say the flake, estimated at 15 inches wide, likely was the result of numerous smaller flakes merging before landing on the ground. That massive dose of winter still holds the title of largest snowflake, according to Guinness World Records.



Match each clue with the correct biblical dreamer.
Use the Scripture hints if needed.

<u>.</u> 8	7.	6.	5		4		<u> </u>		2		<u> </u>
8. A dream warned about Herod's evil plan.	This person saw a vine produce grapes,	A dream warned this person (plus family)	This person saw a statue whose feet	warned a loved one to avoid Jesus.	After an unpleasant dream, this person	cows eating fat cows.	This person dreamed about skinny	in this person's dreams.	Angels went up and down a ladder	to hear of certain dreams.	1. This person's brothers were irritated

(Genesis 41:17-21 B. The Magi (Matthew 2:12) C. Jacob (Genesis 28:12) D. Pharaoh's cupbear (Genesis 40:9-11) E. NT Joseph (Matthew 2:13) F. OT Joseph (Genesis 37:9, 11) G. Pilate's wife (Matthew 27:19)

Answets: 1. F, 2. C, 3. A, 4. G, 5. H, 6. E, 7. D, 8. B

H. Daniel (Daniel 2:31-

#### **Biblical resolutions**

Hold firmly to your faith (Hebrews 4:14) Assemble with the saints (Hebrews 10:25)

Pray and thank God earnestly (1 Thessalonians 5:17-18)

Petition God for great blessings (Malachi 3:10)

Yield not to temptation (1 Thessalonians 5:22)

Notice opportunities to serve others (Galatians 6:10) Examine yourself daily (2 Corinthians 13:5) Work diligently for the Lord (1 Corinthians 15:58)

Yearn for righteousness (Matthew 5:6) Exercise godliness (1 Timothy 4:7) Aim for sinless perfection (Hebrews 6:1)

Redeem the time, living wisely (Ephesians 5:15-16)

-Gus Nichols (adapted)

#### **Being neighborly**

The last time you moved into a new community, did your neighbors welcome you? From previous moves, I fondly recall receiving smiles, handshakes, baked goods and houseplants. Because one new neighborhood included two parsonages, I wasn't surprised to receive invitations to worship. After that, I began anticipating similar invitations, even though we had a church home. We don't always take our new neighbors up on the offers, but knowing that churchgoers live nearby is comforting.

When a new family moves into your neighborhood, how do you respond? Does it cross your mind to invite them to worship? Maybe they're waiting for — even needing — that invitation. To ask, you don't need to be a pastor or a member of the evangelism committee ... just a friendly neighbor.

-Julie Lee

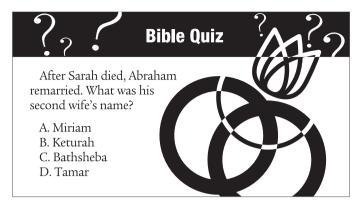
#### **First in line**

We were rushing to our next destination when yet another traffic light turned red. As usual, I had packed too many tasks into the day. Now we'd be even later. While I stewed in frustration, my son had a completely different reaction to being stopped. "Yes – I love this!" he shouted as we sat. "We're first in line!"

What an important lesson on perspective. I focused on the negative, but he saw the good in the situation. As Proverbs 15:13 says, "A joyful heart brightens one's face, but a troubled heart breaks the spirit" (CEB).

Now instead of pep talks about half-full or half-empty glasses, our family offers reminders about being stopped by a light versus being first in line. The next time I'm delayed, I hope I can think, "Yes - I love this!"

-Janna Firestone



Answer: B (See Genesis 25:1.)

image above: RINGS 23792, RINGS 23792C quiz above: QUIZ 0122, QUIZ 0122C

#### **Turning back**

In 1569 Holland, Dirk Willems, a member of the Anabaptist (now known as Mennonite) church, was imprisoned for refusing to belong to the state church. He escaped and was running across a pond's thin ice when the guard in pursuit fell through. Hearing the drowning man's cries, Willems turned back to rescue him, even though it meant his capture and subsequent execution.

Four centuries later, civil rights icon Martin Luther King Jr. urged us to love our enemies by not defeating them "when the opportunity presents itself." Eventually we'll have chances to get back at people who misuse or gossip about us, he said. But "the meaning of love" is in not doing so. "In the final analysis, love is not this sentimental something that we talk about," said King. "It's not merely an emotional something. Love is creative, understanding goodwill for all [people]. It is the refusal to defeat any individual."

#### Be of good cheer

Near the end of every January, stories circulate about "Blue Monday," supposedly the year's most depressing day. Factors include broken New Year's resolutions, Christmas debts and cold weather. But this phenomenon actually originated as a PR gimmick. U.K. marketers invented Blue Monday as "the best day to book a summer holiday," and a psychologist they enlisted to help later admitted the saddest-seeming day became a self-fulfilling prophecy.

January may lack the excitement of December, but it doesn't have to be a letdown. Christmas is over, but Jesus isn't! No matter the season of the year or our season of life, Christians always have reason for joy: God's promises of forgiveness and eternal victory. As Jesus says in John 16:33, "In the world ye shall have tribulation: but be of good cheer; I have overcome the world" (KJV).



Live out Jesus' golden rule by preparing gift bags for people in need.



#### What you need:

- Gallon-size zip bags
- New socks
- Hand warmers
- Bus fare or tokens
- Bottled water
- Nonperishable food
- Toiletries and firstaid items
- Paper and markers

#### What you do:

- Gather supplies, using the ideas above. Fill bags to make care packages.
- 2. Write notes or draw pictures for recipients, placing one in each bag.
- 3. Zip bags and keep them in a vehicle to distribute. Or deliver them right away to people in need (or to sick or homebound people, nursing home residents, a homeless shelter and so on).
- 4. Pray that God will use your gifts to help and encourage each recipient.

A measure of love

Jesus says one golden rule sums up the law.

Directions: Match the word parts from the ruler to the incomplete words in the first three Bible verses. Then add the bolded letters (in order) to Matthew 7:12 to complete that verse.

Do not seek re\_\_\_\_\_ or bear a grudge against father anyone among your \_\_ople, but love your pe neig\_\_\_\_ as yourself. \_\_venge \_od LEVITICUS 19:18, NIV \_\_rcy Learn to do right; seek jus . Defend on the \_\_pressed. Take up the cause of the \_hbor humb less; plead the e of the widow. cas\_ ISAIAH 1:17. NIV tice He has shown you, 0 mortal, what is go\_\_\_. ... To act justly and to love me\_\_\_ and to walk \_\_\_ ly with your God. MICAH 6:8, NIV So in \_ \_ \_ ything, do to ot \_ \_ \_ what you would \_ \_ ve them d \_ to you, for this s \_ ms up the \_ \_ w and the Proph \_ \_ s. MATTHEW 7:12, NIV

Answer: revenge, people, neighbor, justice, oppressed, fatherless, case, good, mercy, humbly, everything, others, have, do, sums, Law, Prophets

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## **ART INDEX**

#### JANUARY 2022

**Birthdays & Anniversaries** is this month's featured art theme.





CROSS\_23660 CROSS\_23660C



PANDAS\_23653 PANDAS\_23653C



# Wishing You a Happy Birthday:

© CANDLES\_23690AC © CANDLES\_23690BC

Photos	2-5
Bulletin Covers	6
PowerPoint Slides	7
Activities	7
Clip-art	8-11
Symbol, Cartoon & Spotligh	t12

#### ART INDEX JANUARY 2022



BARN\_23582BC



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SPARKLERS\_23621AC SPARKLERS\_23621BC



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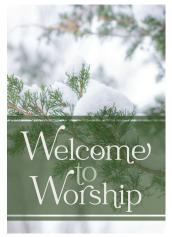


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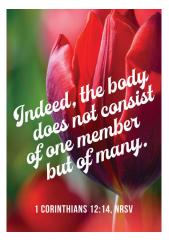


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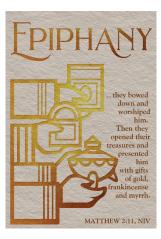
#### **BULLETIN COVERS**



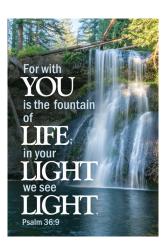
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TULIP\_23685 TULIP\_23685C



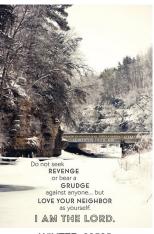
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WATERFALL\_23604 WATERFALL\_23604C



SCROLL\_23643 SCROLL\_23643C



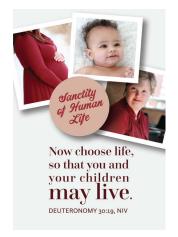
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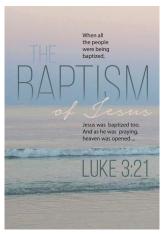
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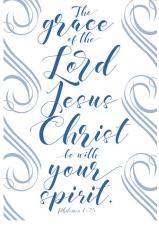
SPROUT\_23682 SPROUT\_23682C



LIFE\_23694 @ LIFE\_23694C



SHORE\_23666 SHORE\_23666C



GRACE\_23603 GRACE\_23603C



HANDS\_23654 @ HANDS\_23654C

#### **PowerPoint SLIDES**

Each issue now includes two widescreen PowerPoint sets, measuring 1920 x 1080 at 72 dpi. Search online for hundreds more slides for presentation displays.



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CAKE 23748BPC



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#### **ACTIVITIES**

Insert these activities into newsletters, bulletins and flyers just as you insert clip-art.



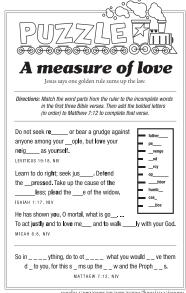
Answers: I. F, Z. C, 3. A, 4. G, 5. H, 6. E, 7. D, 8. B PUZZLE 0122



**QUIZ 0122** @ QUIZ\_0122C



RINGS\_23792 @ RINGS 23792C



Answer revenge, people, neighbor, justice, oppressed, fatherless, case, good, mercy; humbly, everything, others, have, do, sums, Law, Prophets

KIDB\_0122



#### What you need:

- Mat you need:

  Gallon-size zip bags

  New socks

  Hand warmers

  Bus fare or tokens

  Bortled water

  Nonperishable food

  Toiletries and first-aid irems
- aid items
   Paper and markers

#### What you do:

- What you do:

  1. Gather supplies, using the ideas above. Fill bags to make care packages.

  2. Write notes or draw pictures for recipients, placing one in each bag.

  3. Zip bags and keep them in a vehicle to distribute. Or deliver them right ways to deliver them.
- a vehicle to distribute. Or deliver them right away to people in need (or to sick or homebound people, nursing home residents, a homeless shelter and so on). 4. Pray that God will use your gifts to help and encourage each recipient.

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BDAYS\_23598 



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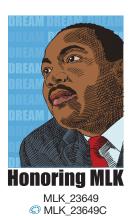


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MEGAPHONE 23665 MEGAPHONE\_23665C



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BDAY\_23641 BDAY\_23641C





GIFTS\_23626 @ GIFTS\_23626C



PRAY\_23672 © PRAY\_23672C



MYSTERY\_23680 MYSTERY\_23680C



PAPER\_23681 PAPER\_23681C



SNOWFLAKES\_23684 SNOWFLAKES\_23684C





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KIDS\_23679 @ KIDS\_23679C





CHURCH\_23674 CHURCH\_23674C



RINGS\_23662 @ RINGS\_23662C



BAPTISM\_23667 BAPTISM 23667C



SIGNS\_23661 SIGNS\_23661C



HEART\_23664 #EART\_23664C



**DOVES 23646** ODVES\_23646C



CUPCAKE\_23668 CUPCAKE\_23668C



CAKE\_23671 @ CAKE\_23671C



REPORTS\_23602 REPORTS\_23602C



JESUS\_23650 



CELEBRATE\_23663 © CELEBRATE\_23663C



HEARTS\_23677 ### HEARTS\_23677C



BRANCHES\_23669 BRANCHES\_23669C



CONFETTI\_23676 CONFETTI\_23676C



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#### **CHRISTIAN SYMBOL**

**HAND OF GOD** — This symbolizes God the Father, as well as his ownership and care of all creation. During the Christian church's first 800 years, the hand was about the only symbol used for God. Many Bible verses speak of God's loving, protective hand (Psalm 138:7; Ecclesiastes 2:24; 1 Peter 5:6). In heaven, Jesus sits at God's right hand (Mark 16:19).



January 2022								
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#### **SPOTLIGHT**

The approach of a new year means it's time to get a new calendar, and The Newsletter Newsletter has you covered! Every year, we create a new, free-to-download calendar filled with our colorful artwork. The 2022 version is now available as **calendar\_2022\_23758c**, and the month clip-art pieces also are online. For more calendar layouts you can adapt, search the topic Templates - Calendars.





