

How to use this pack

If you have any questions about this pack or would like some help, contact Katherine Clamp in the Communications Office at Church House on kclamp@glosdioc.org.uk, 01452 835591.

1. Order/collect pre-printed pages and folders from the diocesan offices. Contact Katherine Clamp on kclamp@glosdioc.org.uk, 01452 835591. (See www.gloucester.anglican.org/parish-resources/new-housing-resource-hub for available options.)
2. Download the printable templates from the diocesan website www.gloucester.anglican.org/parish-resources/new-housing-resource-hub. They look a little different to the headed paper.
3. Add your text into the boxes provided. Please note that text should only be added to the white pages.

Writing content

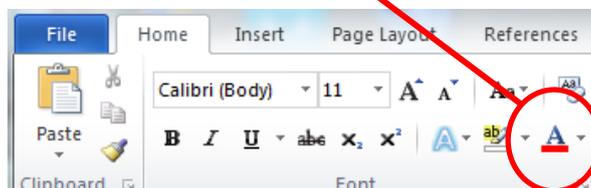
When writing content for the pack, remember that lots of people may have no experience of the church and won't understand some of the 'churchy' words that we use. Try to keep language simple and welcoming. Think about the tone of what you are writing and what it says about you as a community. Are you warm and welcoming, fun and interesting, kind and thoughtful? What impression are you trying to make?

Try to include plenty of contact details for all the events and resources that you are sharing, so that people find it easy to take the next step towards getting involved.

Lead with things that will be of interest to everyone, of all faith or none.

Text style for headings

Headers are in Arial, size 16. You can change the font of the headings to match the light blue colour by clicking on the arrow in icon shown below.



Click 'more colours', Custom and you will see RGB with three boxes beneath labelled Red, Green, Blue.

- In the red box, enter 0
- In the green box, enter 162
- In the blue box, enter 172

Click ok.

The main body of the text (not headers) should be Arial font, size 12, black.

Word count and page descriptions

Welcome to your new home

Up to 200 words

This is your covering letter, which gives you a chance to write a short welcome letter to the area. Using the suggested text as a guide, write a bit about who you are and what you hope to achieve from this pack.

Make friends

Up to 225 words per page, but please do use continuation sheets if necessary.

This is a place to list and describe some of the local groups and clubs, including those run by your church, other denominations and community clubs. You might add Brownies, Cubs, Scouts, Zumba, community cinema, choir, karate, running clubs etc. Mix your clubs in with the community clubs, demonstrating that the church is central to the community.

Pop to the shops

Up to 225 words per page, but please do use continuation sheets if necessary.

A description of some of the local facilities available in the area – nearest Post Office, nearest parks, bus routes, cycle trails, places of interest.

Your church (and what we stand for)

Around 130 words with a couple of pictures of key people/ congregation.

Here you can give an introduction to a couple of key people from the church team and your vision if you have one.

To insert a head and shoulders picture, click in the picture box.

Choose Insert (on the tabs along the top of the page), then Picture (an image with mountains and sunshine). Navigate to the picture that you want to insert and click on Insert.

Service times

Around 100 words

Include details of your usual service pattern. Don't forget to explain how it works when service fall on certain weeks. Include descriptions ie with hymns, suitable for all ages, children's clubs, refreshments, choir, music group, informal, Communion etc as appropriate.

Social calendar 2018

Include the main church-led and community events and dates with times and locations where possible. Make sure you include somewhere that people can find up to date information closer to the dates listed.

Continuation sheet

This can be used for any section that requires additional pages.

Printing instructions

Once your text is ready, you can overprint it onto the headed paper that you have ordered from the diocesan office. Your order should include a sheet of stickers, pre-printed with the name of your parish which you can use to personalise the folders.

1. Use the pre-printed A5 pages from the Diocesan Offices.
2. Put your pages into your printer and adjust the supporting side fences in the paper tray to fit the size of the paper. (We recommend that you do a test page first to make sure the paper is loaded the correct way round).
3. Set your printer to print A5 (usually under Print > Properties).
4. Add the pages to the pre-printed folder.
5. Add the stickers onto the marked space on the outside of the folder to personalise it to your area.
6. Add any extras like a couple of wrapped tea bags (Fairtrade of course), or a mini pack of biscuits or a chocolate bar to your welcome pack. Make sure you include a copy of the parish magazine if you have one and perhaps a notice sheet for that week.
7. Think about whether there are any community organisations or publications that you can include here - a village magazine, leaflet for local doctor's surgery or possibly even a voucher from a local business.

Now it's time to deliver your packs

If you haven't delivered welcome packs before, you might want to learn about how others have done it. There's some useful background reading here:

www.gloucester.anglican.org/2017/welcoming-people-to-new-housing-developments-experience-from-kemble

Involving newcomers in your community

Once you've welcomed people to the community, you might like to consider how you continue to offer that welcome.

You could:

- include the new build houses in any leaflets you put through doors - for instance Christmas service details, or parish magazine deliveries
- include the area in processions or events that travel through the community.
- include the area in regular prayer diaries – paper or online.
- find out whether they have a social media presence eg Facebook group, or Streetlife. If so, get involved and use it to advertise key events.
- be creative. One church, for example, hired a van for a community trip to IKEA from a new build area.
- invite people to community gatherings - fun days, BBQs, or special events.