**Instructions for Preparing Your All-occasion Pew Card**

**Follow these three easy steps.**

**1. Use the PEM Template to Customize the Inside of Your Pew Card**

* Go to <https://www.pemdc.org/store/new/all-occasion-pew-cards.html>.
* Click on the “[link to the online template](http://www.pncea.org/UserFiles/file/PewCards/APCInsideTemplate.doc)”. The template enables you to create your parish message so you can print it on the inside of the 8.5” x 11” sheet which contains 2 pew cards.
* When you open the read-only template, you will need to save it under a name of your choosing before you enter your parish information.
* Enter your parish information by following the instructions on the reverse side of this sheet.

**2. Print the Pew Card**

* Before printing your pew cards, print one test sheet to make sure your word processor and printer are set to print properly. Check for these conditions:
	+ required paper type settings (may need to be set to cardstock);
	+ best feed tray (manual or regular tray);
	+ whether blank page should be face up or face down in your feeder tray.
* Once you are sure that your printer and computer settings are correct, print the desired number of pew cards.

**3. Prepare the Pew Cards for Distribution**

* Take the 8.5” x 11” sheet and separate the 2 pew cards at the perforated line.
* Fold each card in half along the scored line. Your all-occasion pew cards are now ready to use.

**The PEM Website Provides Additional Help**

The PEM website also provides:

* sample pulpit announcements to use at your Masses;
* tips on how to make this outreach successful; and
* suggestions on ways to meet the pastoral needs of those who respond.

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| ***How Can We Serve You?***🞎 I would like to learn more about the Catholic faith.🞎 I would like to know more about this parish and what you have to offer.🞎I would like a call from a parish minister. |  | ***To all who worship with us today,***[Parish name **here**] warmly welcomes you. We pray that your time with us is enjoyable and spiritually enriching.Our parish community invites you to fill out the information on the left so we can know how to serve you. We will be in touch with you soon. *[Pastor's name* ***here****]*Pastor[Parish name **here**][Parish address **here**][Parish city, state, zip **here**][Parish phone **here**][Parish e-mail **here**][Parish website **here**] |
| Name |  |  |
| Address |  |  |
|  |  |  |
| Phone |  |  |
| E-mail |  |  |
| Comments |  |  |
|  |  |  |
| ***Please tear off this panel, give it to an usher, drop it in the basket at the back of church, or mail it to our parish office.*** |  |
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| **Instructions for Completing Template**On the template you retrieve from the PEM website, you will see two copies of the above template on one page. Use this template to create your own word document.1. Enter the information in the shaded areas above by clicking on the area and typing the information requested for
	1. the name of the parish at the beginning of the letter
	2. the pastor’s name at the end of the letter
	3. the parish name
	4. the parish address
	5. the parish city, state, and zip code
	6. the parish phone number
	7. the parish e-mail, and
	8. the parish website.

If you do not wish to include some information, simply click on the shaded area and delete it.1. You can change any of the other text on the template by highlighting the text and entering your information. Be careful not to change the margins. If the bottom template moves to the next page, you have added too much information.
2. Copy the information from the top template to the one below, or repeat steps 1 and 2.
3. When you have completed customizing the template, save the changes, and print out a test copy to make sure the text will fit on the card.
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