

# Digital Church Secretary

[address here]

## First Time Offer

### Attention: Church Secretaries and Church Office Volunteers

Take advantage of this **exclusive offer** from the Digital Church Secretary.

The first of many office guides is now available. These guides are specifically designed to help your church's secretaries and volunteers use their gifts, no matter what their level of knowledge.

I'm Diana Cacy Hawkins, and I'm the Digital Church Secretary. I've worked for and volunteered for a number of churches, and found a desire to help other churches solve some office issues.

If you're a church secretary or the volunteer organizer, I'm sure that you've noticed many people are nervous about using their talents. Nervous that they don't have the talent, although they are willing to do the work. Lost as to how to start using their talents. Not sure how to use the computer or deal with other volunteers.

My church office guides are designed to address those concerns. **When you arm your church personnel and volunteers with knowledge and clear, step-by-step instructions, your church enjoys the benefits.**

One of the most common duties of the church secretary or volunteer is creating the church newsletter. My first package "**The Church Newsletter Toolkit**" is available now for immediate download.

"The Church Newsletter Toolkit" takes you through the whole process of planning and creating the church newsletter. Within this package, I show you how to use the basic software with your computer to make your church newsletter. Step-by-step instructions and screenshots from Microsoft Word will help anyone of any age and any level take on the task with confidence and enthusiasm.

Included with my packages is the "**Basic Graphic Design Primer**". This instructional report explains the terms and uses associated with graphic design and how they can help with creating your church publications.

Check out "**The Church Newsletter Toolkit**" at [url here] today.

**Hurry, while supplies last!** This edition is limited to 1,000 copies and they won't last long.

Oh, and thank you so much for the work you do for your church. It's through people like yourself that God's Word reaches so many.

God Bless,

A handwritten signature in cursive script that reads "Diana Cacy Hawkins".

Diana Cacy Hawkins  
Digital Church Secretary

P.S. Be sure to sign up for my **FREE** weekly newsletter **The Successful Church Secretary News** at **[url here]** It's delivered right to your email. Perfect for church secretaries and volunteers alike!

P.P.S. When you sign up for **The Successful Church Secretary News** be sure to visit my website. And then contact me with your comments, suggestions, and requests for future reports and articles for church secretaries and office volunteers.

Diana Cacy Hawkins  
email: [email here]