

The 3-Minute Guide to The Friday Bulletin

ONE FRIDAY RETYPE,
FOUR BOXES ON THE SITE,
AND A FILE SOMEBODY DROPS



The Paper

TYPED IN EVERY FRIDAY

Job breakdown: Every Friday someone typed the bulletin into the website. Services, songs, scripture, the picture at the top. That is how Sunday got on the site. The pews already had a copy:

1

THE BULLETIN

The same file they already print for the pews. Folded, stacked, ready. Sunday on paper.

2

THE WEBSITE

Four boxes waiting. Each one filled by hand, from the paper, every Friday.

3

THE RETYPE

Not a second system. The leftover job is typing Sunday in again, from a file that already exists.

The Big Fix difference: They drop Friday's PDF. The site rereads it and republishes. A person still drops the file.

1





The Boxes

FOUR THINGS ON THE SITE

Site breakdown: The website had a box for each line. He filled the boxes. Four things had to match the paper, every week:

1

SERVICES

What time, which service. Typed off the bulletin so the site said the same thing as the pews.

2

SONGS AND SCRIPTURE

The hymns and the reading. Copied in. If a line will not read, it stays blank. We never guess a hymn title.

3

THE HEADER

The picture at the top. Same document. Same Friday.

What it costs: A whole Friday of typing, to put on the site a file the pews already had.

2



The Upload WHAT ACTUALLY RUNS

Workflow breakdown: It does not fetch the copier and it never guesses. A person drops Friday's file. The site comes out current for Sunday:

1

IT READS

Friday's bulletin PDF. Services, songs, scripture, the header. Off the file, not retyped.

2

IT STOPS

A line it cannot read stays blank. A person fills that one. The site does not guess a hymn title.

3

IT DOES NOT CLAIM

Lyrics on the stream stay marked partial. That overlay is a different piece, still running demo lyrics.

The outcome: The site comes out current for Sunday. A person still drops the file.

3





The Gate

THE SEQUENCE, IN FULL

Gate breakdown: Every step is named, and the last one is a person. This is the whole chain, in order — there is no step after the signature and no way to skip to it:

1

FRIDAY'S BULLETIN IS DROPPED

The same file they
print for the
pews. One upload.
A person does
that.

2

THE SITE REREADS IT

Services, songs,
scripture, the
header. Off the
PDF, not retyped.

3

IF A LINE WILL NOT READ, IT STAYS BLANK

A person fills that
line. The site does
not guess a hymn
title.

4

LYRICS STAY MARKED PARTIAL

The overlay is
built, still running
demo lyrics. This
job is the bulletin.

5

A PERSON STILL DROPS THE FILE

The site does not
fetch the copier.

The rule: Nothing sends, files or closes itself. The workflow prepares the decision; a named person makes it.



When It Is Wrong

BECAUSE SOMETIMES IT WILL BE

Failure breakdown: Every workflow is wrong sometimes. What matters is whether it tells you, and whether it can act on its own while it is wrong. Ours is built so the answer to the second is no:

1

IF A LINE ON THE PDF WILL NOT READ

Leave it blank. A person types that one. Do not guess.

2

IF YOU WANT TO SELL THE LYRICS OVERLAY

It is built, still running demo lyrics. Do not claim it is done.

3

IF YOU WANT TO NAME THE PARISH

The client is blinded. The film refuses.

4

IF YOU WANT THE WORDS IT WILL NOT SAY

Replaced the volunteers. Illegal. In violation. The page refuses all three.

Why this page exists: We could not find a competitor in this trade publishing a failure path. We would rather print ours than have you discover it.

5

Thanks for reading.

THE WORKFLOW FILM, THE SPEC SHEET AND THIS GUIDE ALL PRINT FROM ONE BRIEF.

PRODUCED BY

mrwilson

FOR

VOLUNTEER-RUN COMMUNITY CHURCHES

The audit is free, and it produces this guide again for your shop — your records, your obligations, and the one thing worth fixing first.

MRWILSON.TECH