

VOLUNTEER MINISTRY JOB DESCRIPTION NEWSLETTER EDITOR

Nature of the Position

It is the job of the editor to initiate, coordinate, write, edit and produce 4 newsletters per year.

Outline of Responsibilities

Dates for publication are _____
review past newsletters, bulletins, notices to determine what articles might be required
review upcoming events with Rector, to determine who will write which articles.
send out notice to church leaders requesting articles/information on specific subjects
input information into desktop publishing program
write editorial article and other articles based on need.
edit articles for understanding, grammar, length and occasionally appropriateness
photocopy, staple, fold and put out newsletters for pickup by parish members.

Skills & Experience

the ability to know what is happening in the parish, so that articles are relevant
clear writing skills, ability to edit, sound judgment as to what should be included
ability to use desktop publishing program
ability to do graphics
ability to work to a deadline and prompt those who don't meet the deadline

Boundaries and Limitations

all publications must be uphold the parish mission statement
should not print offensive material or use the newsletter to expound personal beliefs

Support, Supervision & Training

under the direct supervision of the Rector and Chair of Communications
editor may refer questionable articles to Rector for guidance.
computer training available if necessary

Participation Group

primary contacts are the adult leaders of the parish community

Screening Category

Low Risk

Length of Term

two year term, renewable by rector on advice of Chair of Communications

Benefits to Volunteer

opportunity to help share the work of Church with its members and people outside the parish
opportunity to express opinions in writing and develop/hone writing skills
opportunity to learn/practice desktop publishing skills
opportunity to gain an understanding of how the parish works and what is happening in it
opportunity to get to know many people in parish.