

**UUFH**  
**Shared Ministry Position Description**

**Position Title:** Beacon Coordinator

**Cluster:** Communications

**Purpose of Position/Description:**

To further communication within the fellowship community through an attractive, timely newsletter.

**Responsibilities:**

To ensure that the bi-weekly publication of The Beacon occurs dependably and smoothly  
To recruit and maintain staff of editors  
To determine dates and deadlines for Beacons  
To convene editorial meetings as needed  
To guide editors to achieve well-edited copy  
To interface with the Minister, President, Director of Religious Education, Fellowship Administrator, Beaconeers, and Congregation, as needed  
To serve as arbiter in case of disagreements as to appropriateness of material submitted for publication.

**When is this ministry performed/Amount of time required:**

As need, varies from week to week.

**Qualifications:**

A sense of Fellowship history  
General editing skills  
Ability to work together and solve problems as they arise  
Available for consultation as needed

**Responsible To:**

Responsible to the Minister, President, Cluster Coordinator, and Congregation

**Training Provided:**

Peers and predecessors

**Support Provided:**

Editors, Fellowship Administrator

**Board-Appointed?**

No

**Length of Commitment (or Term if Board-Appointed):**

One year, renewable

*Note: In order to ensure effective succession planning, included herein is the responsibility to have a "trainee" in line for this position who is mentored in the role and to participate in recruiting successors, as necessary.*

**Benefits:**

Satisfaction of providing a quality newsletter to our readership

**Prepared by:** Ginny Kushnick

**Approved by BOT on:** [date]