

UUFH
Shared Ministry Position Description

Position Title: Beacon Editor

Cluster: Communications

Purpose of Position/Description:

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

Responsibilities:

To convert material submitted for publication into informative, readable copy
To contact writer/ submitter for clarification as needed
To return edited material to office in a timely fashion for publication

When is this ministry performed/Amount of time required:

Six to eight hours per issue
If a staff of five editors rotate, each one's turn occurs every 10 weeks

Qualifications:

A sense of appropriateness of material submitted
Familiarity with, and ability to use, rules of grammar, punctuation and spelling
Ability to use the computer to send edited material to the office for formatting, and printing
An eye for detail and an ear for well-written material

Responsible To:

Beacon Coordinator, Cluster Coordinator, Minister, President and Congregation.

Training Provided:

Peer instruction

Support Provided:

Beacon Coordinator, Cluster Coordinator, Minister, President and Congregation

Board-Appointed?

No

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

One year, renewal with mutual agreement

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 in producing an informative and interesting, well-written newsletter and having a hand in providing a positive image of the Fellowship's mission and congregation to our readership

Prepared by: Ginny Kushnick

Approved by BOT on: [date]