

Ministry Description

POSITION TITLE	MINISTRY	DEPARTMENT	M-LEVEL
Newsletter Staff	Missions		M-1
Biblical Reference <i>(List reference only)</i>		Purpose of Position <i>(Why this role is important in the life of the church)</i>	
Psalms 67:1-4		To produce a quarterly publication dedicated to publicizing Harmony's missions activities.	
Ministry Description <i>(List specific tasks; responsibilities of this position)</i>		Desired results <i>(Successful outcomes)</i>	
<ul style="list-style-type: none"> • Writer – Produce quality articles to a specific word count as assigned by the editor. • Designer – Utilizing In-Design software, lay out the publication to the specifications of the editor, and to transmit electronically the final design to the church for printing. • Editor – To assign articles, edit copy, obtains necessary photos (electronically) and provide direction for the layout of each issue. <i>(Position filled)</i>. 		An informative and professional-looking publication that attracts the attention of the body concerning the many aspects of Harmony's missions program. This should be published on a regular basis each quarter.	
Time Commitment <i>(Arrival time; length of event; how often)</i>		Length of Commitment <i>(6, 12, 24 months)</i>	
5 to 10 hours per issue per person.		1 year	
Skills, Talents, Gifts, Qualifications <i>(Help to support the ministry)</i>		Meetings & Training Opportunities <i>(Needed or available to do this ministry)</i>	
<p>Writer – Ability to write in a clear and concise manner, producing easy-to-read copy within the stated word count; ability to contact and interview multiple sources for the articles; self-starter and dependable to meet deadlines.</p> <p>Designer – Thorough knowledge of In-Design software; understanding of good newsletter layout design practices; working knowledge of digital photos and their properties; ability to use PhotoShop; must own all the necessary software.</p> <p>Editor – Make assignments that produce a compelling publication; ability to quickly edit copy to meet the desired results of an article assignment; working knowledge of accepted editing standards and stylebooks; ability to envision layout design; understanding of good layout practices.</p>		<ul style="list-style-type: none"> • Quarterly planning meeting for writing assignments 	
Special Requirements (audition, background check, attendance, classes, etc.) or Notes:			
Approval of the Missions Team Leader Attendance of a Welcome to Harmony class is required and completion of the MAP class is suggested as soon as possible.			
Responsible to: <i>Teri Heft</i>		Ministry Connector: Pedro Sotelo	
Date Ministry Description Completed		3/09	