



Role description for Magazine Editor at All Saints

Role: To communicate the ministry and mission of All Saints, via the Parish Magazine

Role requirements:

To be: To be a person of integrity who serves in a gracious, Christ-like manner; and who supports the ministry and mission of All Saints through their work

To do:

- To oversee the Magazine Team, including those responsible for production, typing, advertising, subscriptions and distribution
- To gather contributions for the monthly parish magazine.
- To talk with parishioners about their ideas for magazine content.
- To write articles when require To oversee the Magazine Team, including those responsible for typing, advertising, subscriptions and distribution
- To edit and print the magazine each month.
- To liaise with the printers, collect the magazines and leave them in the lobby at church
- To liaise with the distributors, and let those who sort the magazines know when they're ready
- To attend an annual meeting of the Administration Team, for support and supervision either by the Incumbent (this team includes the Parish Administrator, the Electoral Roll Officer, the Website Co-ordinator, the Hall Bookings Manager and the Magazine Editors)
- To read and adhere to all aspects of the All Saints Safeguarding Policy (www.cofeguildford.org.uk/safeguardingpolicy), including recruitment and training requirements; and all other Policies of All Saints Church.

Reports to: The Incumbent

Agreement: I agree to hold the position of Magazine Editor, under the governance structures of the Incumbent and the PCC.

Name (print and sign): _____

Incumbent: _____

Date: _____

Form approved November 2017