



### Role description for Magazine Production Editor at All Saints

**Role:** To communicate the ministry and mission of All Saints, as a member of the Parish Magazine Team

**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 support the Magazine Editor in the following:**

- 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 do:**

- To attend an annual meeting of the Magazine Team, for support and supervision either by the Magazine Editor (this team includes the Editor, the Production Editor, and those responsible for typing, advertising, subscriptions and distribution)
- To read and adhere to all aspects of the All Saints Safeguarding Policy ( [www.cofeguildford.org.uk/safeguardingpolicy](http://www.cofeguildford.org.uk/safeguardingpolicy) ), including recruitment and training requirements; and all other Policies of All Saints Church.

**Reports to:** The Magazine Editor

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

Name (print and sign): \_\_\_\_\_

Incumbent: \_\_\_\_\_

Date: \_\_\_\_\_

Form approved November 2017