



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

**Role:** To perform the technical tasks in producing the magazine ready for printing. 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 gather contributions for the monthly parish magazine.
- To edit and print the magazine each month.
- To liaise with the printers, organise collection of the magazines.
- To support the Magazine Editor in their role.
- To attend meetings of the Magazine Team to plan content.
- To attend an annual meeting of the Administration Team, for support and supervision (This includes the Data Protection Officer, the Electoral Roll Officer, the Hall Booking Co-ordinator, the Health & Safety Officer, the Magazine Editor, the Magazine Production Editors, the Parish Office Assistant, the Production Team Leader and the Production Team Members)

**Reports to:** Admin & Comms Vision Group Chair

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

I agree to read and adhere to all aspects of the All Saints Safeguarding Policy, including recruitment and training requirements:

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

I agree to read and adhere to the Church of England’s Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

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

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

Date:

Form updated May 2024