

Board of Member Care

Media Ministry Newsletter Editor

Mission Statement: The Media Ministry of Grace Lutheran Church serves our members and all people by providing information through various means in order keep schedules and information pertinent to members updated and available for their viewing, as well as information beneficial to anyone outside of Grace membership, in order to welcome and spread God's love to all people.

Description: The newsletter editor receives submissions for the newsletter and puts them together in an orderly way and gets it ready for printing and distribution by the office. The newsletter is published either monthly or bimonthly.

Qualifications:

- Knowledge of either Microsoft Word, Publisher, or any other word processing program.
- Computer and internet access.
- Attention to detail.
- Good communication skills.

Responsibilities:

1. Receive written articles from the office and/or other contributors via email.
2. Arrange the articles in newsletter format by either following a word processing template or creating your own.
3. May choose to insert pictures or images to each/any article.
4. Proofread the finished newsletter and make any corrections as necessary.
5. Email finished newsletter to the office and to the website manager.

Time Commitment:

- Approximately 3-4 hours per newsletter.
- At-will commitment, for as long as you are willing and able to serve.

Relationships: This person works with the office staff and communicates with anyone wishing to submit an article for the newsletter.

Training: Training will be provided by the outgoing newsletter editor.

Reviewed 3/25/25

Approved 3/30/24

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