

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)
- 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: 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.

Name (print and sign): _____

Incumbent: _____

Date:

Form approved November 2017; Updated June 2022