



JESUS EXALTED + WORD EXPLAINED
EASTERN STAR CHURCH

Communications: Editors/Copywriters

The roles of the editors/copywriters are mainly to gather and develop the content and stories provided from attending events, member reviews, testimonials, etc. Editors/Copywriters are expected to capture the overall goals, missions, and image of Eastern Star Church in their content, as well as be responsible for over-viewing and editing drafts for final reviews.

Ministry Area/Department	Communications
Position	Editors/Copywriters
Accountable To	Director of Communications
Ministry Target	General Congregation
Position Is	Volunteer
Position May Be Filled By	ESC Member
Minimum Maturity Level	New, Growing Christian
Spiritual Gifts	Administration, Service
Best Personality Traits	Consistent, Dependable
Length of Service Commitment	One (1) Year Minimum

ANTICIPATED TIME COMMITMENTS

1. Doing ministry/preparing for ministry: 2-3 hours weekly
2. Participating in meetings/training: monthly meetings

RESPONSIBILITIES/DUTIES

1. Be highly creative and imaginative
2. Choose subject matter that interests our members
3. Have good written and interpersonal skills
4. Work well in a team
5. Be able to work under pressure and make deadlines
6. Have an eye for detail
7. Produce and edit content for the website, app, ministry marketing materials, etc.