

# ViP Project

VIP Project Position

## Newsletter Editor

The newsletter editor is responsible for putting newsletter articles into newsletter format, proofreading articles, taking submitted articles from hard copy, disc or email format and putting it into newsletter format. Articles need to be edited and the editor may have to compose some articles. The editor is responsible for finding appropriate clip art, cartoons, etc. Must be done on home computer, copying will be done in church office. Word processing skills on computer are a must. The Parish Administrator will show you format for newsletter. Five or six hours (more if you want to get really creative) a month are necessary. Newsletter deadline is the 10<sup>th</sup> of each month. The newsletter should be mailed the last week of the month. A separate volunteer group prepares the newsletter for mailing. Opportunities for Christian growth include becoming familiar with all aspects of the church from spiritual to social. If you are interested in this ministry, please contact the Church Office. 429-0007

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COMMITTEE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

BEST TIME TO CALL \_\_\_\_\_

EMAIL \_\_\_\_\_