

Crossroads Editor Job Description

Crossroads is the bi-monthly newsletter of the Georgetown Christian Reformed Church. The purpose of the publication is to provide the congregation with happenings within our church family in order to build a sense of community and for members to grow in their faith. It is an important and easy way to keep connected and share church news.

Responsible to: Communications Committee and GCRC Council

Skills Required: strong organizational and editing skills, attention to detail, competent computer skills and proficiency in using Word, Excel and Publisher computer programs.

Duties:

- **Solicit contributions -**
The basic components of the Crossroads are: Committee/Ministry Contact info page, Pastor's contribution, missionary page, schedule(s) ex. offering, nursery. Submissions are welcome from the congregation and editor for additional copy as well as cover art.
- **Give editorial advice to contributors, as needed -**
If submissions need to be reworded or shortened, involve the contributor in the process.
- **Compile the newsletter -**
Coordinate with the church office secretary to determine what is suited for Crossroads vs. what is suited for the bulletin.
There is no maximum size or set number of pages. Work with contributions from the congregation, organize content and design layout to produce a legible, attractive newsletter that is inviting to read.
Newsletter to be submitted to the GCRC office for email circulation to the congregation. A limited number of paper copies are printed for distribution to GCRC members who do not receive communications digitally.

Newsletter Content Must Align with Our Beliefs:

See www.crcna.org/welcome/beliefs for a summary of our beliefs.

If there are concerns regarding a submission, consult the Communications Committee.

Crossroads Deadlines:

The Crossroads newsletter is distributed during the first week of the month, every other month.

All copy materials are due one week prior to printing.

For example, copy deadline for the May/June issue is April 21 for distribution at the beginning of May.

Communicate Crossroads publication bi-monthly deadline date three weeks in advance to the congregation by bulletin announcement or email.

Participate in the Communications Committee:

The Crossroads editor is a member of the GCRC Communications Committee.

Time Involved:

Two to three hours/issue in addition to attending Communication Committee meetings.

Succession Planning:

The current Crossroads editor is responsible for training the next Crossroads editor.

Updated April 2022