

## **Writer/Compiler/Editor**

### **Position Description:**

Compile the Program of work document

### **Qualifications:**

- Good organizational and writing skills
- Willing to work behind the scenes
- Able to interact with a variety of personalities

### **Responsibilities:**

- Write, compile and edit written material that will constitute the Programs of Work Packet
- Update job descriptions as needed
- Meet with individual deacons or be available by request to provide services such as writing new or updating old job descriptions and information about specific areas of work

### **Ministry Deacon Contact:**

Ozie Stallworth, Mike Gary

### **Time Commitment:**

Initial – 20 – 40 hours to write, compile and edit all of the material, possibly 5 hours per month for maintenance and updates

*Revised 3/4/11*