



Newhaven Church
Committed to serving Christ, each other and the community.

Stewardship – Using your Time and Talents

Role:

Newsletter Editor

Background info:

We produce a quarterly newsletter (Harbour Lights) and an Annual Report to keep members and other up to date with the various groups and news at Newhaven Church.

Duties:

Collect and present material for publication, liaising with the Minister, Session Clerk, Youth Worker (or equivalent), Café, convenors of working groups, and community groups.

When & How Often:

4 x newsletters and 1 x Annual Report each year.
Other printed items such as service sheets as required.

Who would I be working with?:

Traditionally, the role was part of the Communications Group which comprised a Convenor, Editor, Publicity person, Website manager and others. Currently, the editor works alone, liaising with those mentioned above.

What skills would I need?:

Ability to use Word, typeset text, insert photos, liaise with contributors, send PDF to printer, and collect copies from printer.

Is Disclosure Required Y/N?: N

Who do I contact if I am interested or need more information?:

Please email volunteering@newhavenchurch.org.uk and we will put you in contact with the right person.