

## **2.300 COMMITTEES OF COUNCIL: PERSONNEL**

### **2.311 Communications Editor**

- A. Person description. Qualifications:
  - 1. A member of the Presbyterian Church (U.S.A.);
  - 2. Journalization experience which includes:
    - a. Editing;
    - b. Composition;
    - c. Graphics.
  - 3. Familiarity with computers.
- B. Position Description (editing monthly bulletin-size news insert)
  - 1. Gather news articles from churches and committees of Presbytery and information concerning special events from Presbytery;
  - 2. Edit material to be included in each publication;
  - 3. Compose material on 8 1/2" x 11" single fold sheet;
  - 4. Add graphics and pictures as needed for each publication;
  - 5. Provide one clear copy of publication ready for printing;
  - 6. Final copy subject to final approval of Executive Presbyter.