Bloomington Monthly Meeting Society of Friends

Officer's Charge

Job Title: Newsletter Editor

Term & Dates of Service: Starts July 1 and ends June 30; may be reappointed annually

Selection Process: The nominating committee proposes a candidate for approval by Monthly Meeting.

Qualifications:
1. Familiarity with the life and functioning of the Meeting community.
2. Wordprocessing, proofreading, and editing skills.
3. Access to the Internet.

Principal Job Duties:

The Newsletter Editor develops and distributes a monthly newsletter for Bloomington Friends Meeting members and attenders to be issued the week following the Business Meeting. It includes information about the query for the next month, the minutes of the Business Meeting, announcements about Meeting activities at a minimum.

1. Receives items for the newsletter via email at bloomington.friends.newsletter@gmail.com but may develop items independently as well.
2. Edits the items received.
3. Gathers artwork and inspirational messages for each issue. May recruit others to help with this.
4. Lays out the newsletter in a standard format.
5. Sends a PDF version of the finished issue to be distributed via the email list.
6. Arranges for printed copies to be made and mailed to those who prefer a print format.
7. Makes some extra copies to be placed in the Meetinghouse for newcomers or visitors.

Coordination Required:

Must coordinate with the Ministry & Counsel Committee, the Clerk, the Recording Clerk, the Website Coordinator, and the person who manages the email distribution as well as others who might submit items for each issue.

Budget Considerations:

Submit a budget request to the clerk of the Property and Finance Committee by the last day of September each year.   Printing and postage are the primary expenses.

Approved 9/12/2021