

## **Ministry Opportunities at St. John the Evangelist Church, Kitchener On Eagle's Wings Editor**

At St. John's, our various ministries support our intention to be a faithful and thriving community.

Connecting individuals and ministries is an act of mutual discernment – you may wonder which ministry is the best fit for you at this time, and the community may recognize gifts in you and encourage you to share them as we seek to be a thriving community.

The community also has some expectations for ministries. Knowing these expectations can help you and the community discern which ministry makes sense for you at this time. Some ministries also include a trial time to assist further in this discernment.

### **How does this ministry contribute to living as a faithful and thriving community and your life of discipleship?**

On Eagle's Wings (OEW) is the monthly church newsletter and provides a medium for disseminating large news items to the congregation and visitors which may not readily fit into the bulletin announcements or weekly check in email. Allowing both a paper and electronic distribution, this sharing of both personal and church news helps to build community and keep everyone informed and connected to St. John's.

### **What gifts and skills are helpful for this role?**

- Familiarity with Microsoft Publisher or any publishing software.
- Experience with word processing and/or editing.

### **What to expect:**

Newsletter articles are received monthly and compiled into each month edition. The publication schedule is set by the editor, but currently new editions of On Eagle's Wings (OEW) are released 10 months per year (September – June) on the last Sunday of the month, with the exception of June and December, which are released one week earlier. A submission deadline is typically set as the Tuesday prior to publication.

Once the monthly edition is complete, an electronic copy is provided to the Rector for approval prior to publication.

Printing may be completed by the Church Administrator, depending on scheduling, or done by the OEW Editor. Typically, 60 copies are printed. The electronic copy is posted to the church website and provided to the church administrator for inclusion in the Wednesday email.

## **Ministry Opportunities at St. John the Evangelist Church, Kitchener On Eagle's Wings Editor**

### **Responsibilities**

- Submit a call for OEW submissions to the Church Administrator for inclusion in the Wednesday email and the Sunday bulletin.
- Submit a bulletin notice regarding a new edition of OEW.
- Compile all submitted articles into the edition.
- Submit an electronic copy of the completed OEW to the Rector for approval. Make any updates, as required.
- Print the OEW, possibly with the assistance of the Church Administrator, as scheduling allows. Leave printed OEWs in the church for Sunday morning.
- Post the electronic OEW on the church website.
- Post a link to the electronic OEW on the church Facebook.
- Submit the electronic OEW to the church administrator for inclusion in the Wednesday email.
- Monitor the number of printed OEWs remaining in the church over the course of the month to ensure an adequate number are being printed and adjust accordingly.

**Accountability:** To the Rector