

Newsletter

Newsletter Editor Overview

The Newsletter Editor is responsible for publishing the monthly Emmaus Community newsletter and making communications to the community by email based on direction from the board, other leaders, plus prayer requests. The Newsletter Editor must be able to use Word or equivalent application and be able to use the email platform, currently Constant Comment®.

This position works closely with the Prayer Network and Communications Coordinator, and Webmaster.

The Newsletter Editor is appointed by the Board as a non-voting member of the Board for a three year term.

Newsletter Editor Tasks

- Establish a Newsletter format or use the existing format currently being used.
- Establish a numbering system that goes along with month and year published.
- Set a deadline to receive articles with anyone authorized to submit articles that is generally limited to Board Members.
- Review the articles before publishing for accuracy, dating, and seek to correct grammatical errors. (It is suggested that if it is more than spelling or punctuation that the editor checks back with the author.)
- Keep track for information that is date and time sensitive to include such items as the Board approved event fees, names and email addresses for Board and Committee members.
- It is optional for the editor to contact a Board Member if no article is submitted if the editor feels that an article omission would create a problem.
- Complete a final structure and grammatical check before publishing. Correct any format errors such a page breaks in the middle of a structured item.
- Use good judgement, in conjunction with Board Chairperson if it is article that an article would harm the spirit of Emmaus, Board by-laws, violate copyright laws, or create a problem for the Community.

Newsletter

- Post the monthly newsletter to the community using the current communication tool, preferably before the monthly Gathering.
- If attending the Gathering, bring copies of the monthly publication for those Community members who do not have email.

Updated by Carl Schaefer 7/20/23