

**MISSION AND SERVICE MINISTRY GROUP
JOB DESCRIPTION**

HANDBOOK EDITOR

JOB/TASK: *Mission and Service Handbook Editor*

NUMBER OF PERSONS NEEDED: *1*

TIME COMMITMENT/FREQUENCY: *20 hours/1 month*

SUPERVISOR /CONTACT: *Mission and Service Chair*

MINISTRY GROUP RESPONSIBLE: *Mission and Service*

REFERENCES: (people who have done this job and would be willing to answer questions about it): *Suzi Podhorecki*

- Maintain and update master copy of handbook as necessary
- Provide soft copy of handbook to members of Mission and Service Ministry Group for editing
- Coordinate edits and finalize copy
- Provide soft version for website
- Provide paper version for copying