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| Job Title: | | Outline Editor | Job Category: | Non-Exempt |
| Location: | |  | Travel Required: | No |
| Reports to: | | Pastor Joshua Holec, Preaching Team Manager | Position Type: | Part-Time |
| Job Summary: The Outline Editor is responsible for coordinating the development of weekly sermon outlines for the Pastoral Team. | | | | |
| Job Duties:   * Coordinate the development of Sunday teaching outlines that contain the required elements as described in “Outline Elements – 10 Ingredients of a Solid Sermon”. * Maintain calendar of deliverables and take initiative to steer the responsible BTC team to stay on track. * Gather drafts from BTC team Pastors, identify missing elements, and work with the team to fill in the gaps. * Assess outline drafts to determine if any elements are out of sync with the intended message/teaching. * Attend required project meetings. * Report activities to the Preaching Team Manager.   Skills/Qualifications:   * Must have a sound base of biblical knowledge. * Must possess strong administrative, logistical and organizational skills; must be able to meet deadlines and work under pressure. * Strong attention to detail required; process oriented. * Possess strong written and verbal communication skills. * Ability to manage workload and projects independently. * Committed to strong interpersonal relationships, teamwork, and the mission of New Life Community Church. | | | | |
| Reviewed By: |  | | Date: |  |
| Approved By: |  | | Date: |  |
| Last Updated By: | Irene Vasquez | | Date: | 9/20/13 |