|  |  |  |  |
| --- | --- | --- | --- |
| 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 |