

MAGAZINE DIVISION

Create an annual Magazine that is produced several weeks before the Missions Fest conference. It may be financed by advertising; it contains editorials and informative mission-related articles, the program of the conference, the seminars, the agencies that display during the current year, the sponsoring churches and biographical sketches of speakers and seminar leaders.

CO-ORDINATOR

1. Chair the monthly divisional planning meetings
2. Co-ordinate with the department leaders the responsibilities of this division.

DIVISION SECRETARY

1. Prepare agenda with divisional coordinator for monthly planning.
2. Record & distribute minutes to departments.
3. Contact team members each month to confer on meeting time & agenda.

DEPARTMENTS

MANAGING EDITOR - gives general oversight to the Magazine; historically it has been the Manager.

EDITOR - oversee all editorial materials submitted (solicit, select, proofread, edit), collect photos with credits.

COPY EDITOR - review and correct all written materials being used in publication.

ASSOCIATE PUBLISHER - oversee the physical production of the magazine; prepare the dummy; sell the advertising

ADVERTISING ASSISTANT - mail out contracts, receive payments and ad copy, forward ad copy to production, receive proofs and mail out for approval, confirm approval. (handled in the office)

COVER DESIGN - create design, confirm design approval from co-ordinator, collect graphics (photo), arrange for printing.

LAY-OUT & DESIGN - oversee the selection of graphics, design each page and oversee the production, receive approval of each page from the publisher.

DISTRIBUTION - Plan a system of distribution, schedule printing to coincide with the next team planning meeting so that members can distribute to sponsoring churches & bookstores in their district; move remainder to the venue of the conference on the morning of first day of conference.