

KURRI KURRI BAPTIST CHURCH

Bulletin Coordinator Role Description

Document 29	
Replace existing document?	Yes
Version:	Version 2.2 (Change to term, volunteer category added)
Model Document Credit:	N/A
Details of superseded documents:	(Version 2.1) Bulletin Coordinator Role Description. Reviewed and updated by Governance Body on 27/6/2024 (Version 2.0) Bulletin Coordinator Role Description. Reviewed, updated, reformatted and adopted by Governance Body on 20/11/2022 (Version 1.0) Bulletin/Newsletter Co-Ordinator Prepared and reviewed by Ministry Leaders and Transition Team (as per report October 2020)
Adopted by governance body on:	20/11/2022
Last date reviewed:	25/5/2026 (1/7/2025, 27/6/2024)
Review due date (annual review):	25/5/2027

Note: Throughout this document, "Church" refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Bulletin Coordinator

Role Description

Prepare and produce the Church Bulletin with news and information provided

Responsibilities

- Prepare the Bulletin regularly, noting that for December and January there can be a combined Bulletin
- Oversee layout, appearance and content of articles
- Network with others for editing and formatting, when required
- Ensure all material is accurate and relevant, avoiding copyright infringements
- Send finished Bulletin to Secretary prior to production, for alteration or correction if required
- Gather and include updated information for special events
- Distribute as hard copy and via email
- Sensitive personal information such as birthdays only to be disclosed with prior permission (as per information contained within the most current Church Directory)

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)
- Ability to gather and compile material relevant to the Church
- Computer and printing abilities, or ability to delegate to others where necessary

Supported by

- Church Leadership, and Church

Term

- Nominated by a regular Church attendee (Member or Non-Member), and affirmed at the Annual Church Meeting
- One year term, with eligibility for re-nomination for subsequent terms

Reporting to

- Church Leadership, and Church

Reporting method and frequency

- Verbal reporting, as required