



# NwDC Church Community Newsletter Reporter Application

## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Availability

During which hours are you available for volunteer assignments?

- Weekday mornings       Weekend mornings
- Weekday afternoons       Weekend afternoons
- Weekday evenings       Weekend evenings

## Special Skills or Qualifications

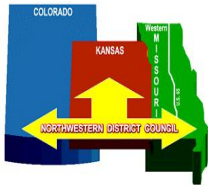
Summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities

## Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Pastor's Signature	
Date	

Thank you for completing this application form and for your interest in volunteering with us.



## **NWDC Church Community Newsletter Reporter Job Description**

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### **Collects and analyzes information about newsworthy events to write news stories for publication:**

- Receives assignment or evaluates news leads and news tips to develop story idea.
- Gathers and verifies factual information regarding story through interview, observation, and research.
- Organizes material, determines slant or emphasis, and writes story according to prescribed editorial style and format standards
- Contact information must be included with submissions
- May take photographs to help illustrate stories (digital-format preferred i.e. .jpeg, tiff, etc.)
- Must receive written approval from author to submit copyright poems and/or stories from NwDC delegates and other sources

### **Potential candidates will need to show evidence of the following:**

- A keen interest in Christian news, current affairs and business;
- Organization skills and the ability to work under pressure to tight deadlines;
- An ability to grasp complex issues quickly and explain them in simple language;
- Typing ability is essential and using computer for word processing is almost always necessary. No equipment and/or materials will be distributed to reporters.
- Article(s) must be on the following topics: NwDC Auxiliary news or NwDC Community Christian event reporting (conference, seminar and services)
- Candidate must have Internet access and an email account
- This voluntary assignment is by appointment with corresponding approval from Pastor

#### **\*Note:**

- Articles are subject to editor's approval
- Articles will not be returned to author
- Articles will be verified for approval prior to publishing
- Only electronic article submissions will be accepted
- No compensation will be received in exchange for submitted and or published articles