

Spoken For Magazine Staff Requirements

Basic requirements for all staff positions are:

1. A staff member must be a born-again (John 14:6) believer in Jesus Christ, with visible evidence of Christ's work in his or her life.
2. We ask that staff members be at least fourteen years of age or older before serving on staff.
3. Lastly, we desire that staff members have a good reputation among both believers and unbelievers. We may request references if we don't know a person applying.

Additional requirements are listed below. All positions are voluntary and have no monetary gain:

Editor

The editor of SFM has a very important job as he or she is responsible for the selection of magazine staff, decisions about which articles to include in the magazine, oversight of all magazine functions, coordination of staff meetings, assignment of ministry jobs, and many other smaller jobs of an editor. Because this is such a huge responsibility, we desire an editor to

- Be capable of handling the many details involved in editing
- Have been a strong Christian, with evident growth, for several years
- Have a great reputation among believers and unbelievers alike
- Be unmarried, preferably not in a dating relationship
- Participate regularly in Christian fellowship
- Be available enough to work as an editor
- Be willing to work with local churches and those in spiritual authority

Assistant Editor

The assistant editor also has several responsibilities, namely helping the editor with his or her work. The assistant editor will help edit articles, answer emails, write articles, and help with all possible aspects of the ministry. The assistant editor will work closely with the editor. We prefer this individual

- Has been a Christian for more than 2 years, with evident growth
- Has a great reputation among believers and unbelievers alike
- Is available enough to handle the work of editing
- Is single, or if in a dating relationship, is not overly distracted from SFM
- Participates regularly in Christian fellowship

Distribution Assistant*

This person helps the editor with the distribution of SFM, sometimes helping the editor with copying, assembling, and physical distribution of magazines. This individual must be available enough to work

with the job. As SFM issues are bi-monthly, this job does not require much time, but is still much needed when issues do come out. We work with your schedule.

Distribution Manager

As SFM grows, we would like to see someone oversee distribution at least temporarily. This person would be responsible for getting issues copied and distributed as they are completed. Distribution includes emailing the internet version, mailing issues via snail mail, and dropping off copies at approved locations in Northwest Florida. This manager would not, of course, be expected to do everything, but to delegate, recruit, and coordinate volunteers and staff to help with different areas of distribution. Even if others fail, this person will still be responsible for making distribution happen. We ask that this person

- Be a strong, mature Christian, still growing very evidently in his or her faith
- Show strong leadership qualities
- Be able to work well alongside, under, and over other Christians
- Be available enough to work with SFM
- Participate regularly in Christian fellowship
- Have a great reputation among both believers and unbelievers

Photography & Graphics Manager

We would also like someone with leadership skills to oversee our photography & graphics department. This individual would coordinate with all photographers and graphic designers volunteering with the ministry, as well as working closely with the editor to see what photography needs the ministry has. While this manager is not expected to do everything (i.e. take all the photos or make all the illustrations), he or she will be responsible for providing the editor and website designers with the images they need, whoever does the work. We ask that this person

- Be a strong, mature Christian, still growing very evidently in his or her faith
- Show strong leadership qualities
- Be able to work well alongside, under, and over other Christians
- Be available enough to work with SFM
- Participate regularly in Christian fellowship
- Have a great reputation among both believers and unbelievers
- Have some experience with graphic design and photography – enough so this person can fill in if someone else cannot finish a job

Regular Writer*

A staff writer contributes pieces of their work to SFM on a regular basis. A writer may be asked to write about a specific topic or edit an article, but most of the time writers choose their own subjects. We ask that a writer

- Has been a Christian for more than two years
- Has a good understanding the Christian faith and the Bible

- Participates regularly in Christian fellowship, with a good reputation among those believers
- Is available enough to write regularly

Columnist*

A columnist does his or her own regular column, writing for nearly every issue. This person can choose their own topics, name, and theme. The requirements for a columnist are the same as for a staff writer. We ask that a columnist

- Has been a Christian for more than two years
- Has a good understanding the Christian faith and the Bible
- Participates regularly in Christian fellowship, with a good reputation among those believers
- Is available enough to write regularly

Technical Consultant*

This person is responsible for working the technical problems of the magazine. This person may also be asked to maintain the ministry website, convert documents, and solve technical problems. The technical consultant should be

- Available to work with the technical issues of the magazine
- Technically Knowledgeable
- Capable of working on and maintaining a website, if needed
- Able to work with the graphics and layout of the magazine, if needed

Media Manager

This is also a future position. As we may have many people volunteering to help with media, the media manager would oversee media such as websites and promotional materials. He or she would coordinate with both the volunteers and the editor to see what the needs of the ministry are. While this person is not expected to do everything, he or she is responsible to see that tasks get done (i.e. the website is maintained, fliers are created, etc.) to the best of his or her ability. We ask that the media manager

- Be a strong, mature Christian, still growing very evidently in his or her faith
- Show strong leadership qualities
- Be able to work well alongside, under, and over other Christians
- Be available enough to work with SFM
- Participate regularly in Christian fellowship
- Have a great reputation among both believers and unbelievers
- Have some experience with website design, graphic design, and leadership.

News Team Leader

This person would coordinate our news department, overseeing everything related to news. This person would coordinate with the editor, the media manager, and volunteers to see that news is covered. We ask that this person

- Be a strong, mature Christian, still growing very evidently in his or her faith
- Show strong leadership qualities
- Be able to work well alongside, under, and over other Christians
- Be available enough to work with SFM
- Participate regularly in Christian fellowship
- Have a great reputation among both believers and unbelievers
- Be able to write press releases and design fliers

***These are positions which can be filled by more than one person at a time. For example, there are already several regular writers.**