

Editor of the UCCMA Journal

Job Description

Created 2/2024

UCCMA Mission statement:

Inspiring, educating, and nurturing those who minister through music and the arts.

The Editor of the UCCMA Journal will:

- Engage authors to write articles on topics relevant to their ministries that will serve the members/readers and their faith communities.
- Engage writers who will provide resources for our members/readers through media reviews, repertoire recommendations, and online materials and sites.
- Engage composers and hymn writers to provide music for use in local members' churches and communities.
- Engage authors who will educate our members/readers about the history of music and worship practices in the UCC and the current trends and research that will give perspective to what local churches can do to thrive.
- Encourage pictures, videos, artwork, and other visual media to accompany articles.
- Be aware of copyright laws and procure permission to use all articles.
- Work with our column authors to continue providing helpful information.
- Work with the United Church of Canada, the Hymn Society, and other organizations to best serve our collective members/readers.
- Decide the most appropriate content for each of the three annual issues.
- Gather 8-12 articles/compositions/columns for each issue and place them in a cohesive order.
- Communicate effectively with all authors/composers about their submissions and make suggestions regarding length, style, content, visual/media content, etc.
- Read and edit all submissions before sending them to our web publisher for posting online.
- Work with our web publisher on technical and formatting issues that make each issue more readable and friendly.
- Attend to all deadlines responsibly and encourage authors to complete their work on time.
- Write the Editor's Notes for each issue.
- Write the posting announcement for each issue sent to the membership.
- Keep the "Guidelines for Article Submission" current and valuable.

This is a volunteer position.

Contact Eric Dundore at ericdundore@outlook.com.