



**Position Description**  
***In Tempo* Editor**  
**Association of Lutheran Church Musicians**  
Contract

**ALCM *In Tempo* Editorial Tasks:**

The *In Tempo* Editor (“The Editor”) agrees to the following tasks with regard to *In Tempo*, the practical resource periodical of the Association of Lutheran Church Musicians.

1. Establish and make available to the executive director and board of directors a rolling three issue (1 year) schedule for publication and content, including a projected calendar of upcoming issues, review dates, delivery dates and mailing dates.
2. Strive to reflect the denominational, ethnic, and gender diversity of ALCM in each published issue.
3. Establish and follow necessary deadlines to insure publications are printed and mailed by February 15, June 15 and October 15.
4. Solicit volunteer writers/contributors who represent and further the philosophy and mission of ALCM while providing practical and creative church music tools to ALCM members.
5. Establish and monitor writer/contributor deadlines.
6. Write articles/material as may be necessary.
7. Outline/review/edit all materials and submissions eligible for publication, clearly communicating expectations to writers/contributors.
8. Work with the designer and business manager in the proof reading and final production of the publication.
9. When appropriate advise the executive director and board of directors of changing delivery systems, innovative options for distributing printed materials, and license/copyright expectations that protect and enhance ALCM’s connection with their constituency.
10. Provide regular reports to meetings of the board of directors as requested.

**Compensation:**

ALCM will pay The Editor a contract stipend of \$1,200 per year, payable in three installments of \$400 (no withholding). ALCM will reimburse The Editor for related and approved photocopy and mailing expenses.

*The Association of Lutheran Church Musicians is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*