



# All Peoples Church

## & World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar  
Bangalore 560 043, INDIA  
Phone: +91-80-25452617 | [contact@apcwo.org](mailto:contact@apcwo.org) | [www.apcwo.org](http://www.apcwo.org)

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## **FREELANCE PROOFREADER**

### **SUMMARY**

As a freelance proofreader, you will be involved in proofreading and editing content of APC's books and reprint books in a timely manner.

### **VISION**

APC is a family church, an equipping center and a world outreach. Our goal is to nurture, disciple, equip and empower God's people to fulfil their God-appointed purpose. One of the ways APC serves the church locally and across India is through distribution of free books. You will help carry out this ministry at APC.

### **SCOPE**

Proofreading, editing and formatting following APC's standards and guidelines.

### **RESPONSIBILITIES**

The responsibilities of this role include the following:

- Proofread and edit APC books to ensure that they are accurate and grammatically correct, easy to read and understand and written in the normal APC format.
- Proofread typeset manuscripts to ensure APC standards are met in terms of layout and formatting.
- Make corrections and edits in MSWord and PDF.
- Check text to ensure Scripture references, Scripture text, etc. are correct and formatted consistently throughout text, captions, and display type.
- Report to APC editor with timely updates on work progress.
- Submit proofs on scheduled dates within office hours.

### **QUALIFICATIONS / EXPERIENCE REQUIREMENTS**

- Must have a bachelor's degree in English, journalism, communications, publishing or other relevant fields. Master's degree preferred.
  - Minimum of three years' freelance experience with an emphasis in proofreading, copyediting or related professional experience.
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### **KNOWLEDGE & SKILLS REQUIREMENTS**

- Excellent communication skills, both in writing and speaking.
- Must possess excellent copyediting and proofreading skills.
- Commitment to delivery / deadlines with the ability to work under deadline pressure.
- Must be detail-oriented and an organized professional.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed, and committed to serving Him and people to see lives touched and transformed into Christlikeness.

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*Please note that all contributions to APC on a professional level require individuals, who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!*