



All Peoples Church

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA
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HEAD OF PUBLICATIONS

SUMMARY

The Head of Publications will oversee the entire publications department and will report initially to the Senior Pastor, and later to the Head of Operations (once this role is filled). The responsibilities include leading and managing the publications team to ensure all objectives are met, devising and implementing suitable strategies, implementing efficient processes, and maintaining standards.

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 fulfill their God-appointed purposes. One of the ways APC serves, the church locally and across India, is through the distribution of free books. You will help carry out this ministry at APC by leading and managing the publication team to ensure all the objectives are met.

SCOPE

The Head of Publications will lead the team that supports all aspects of proofreading, editing, printing, and distribution of APC's printed books and various digital formats like E-books, audio books, etc., following APC's standards and guidelines.

Please review the APC Organization Chart available on OUR TEAM page (<https://apcwo.org/about-us/our-team>)

ROLE DESCRIPTION

The responsibilities of the Head of Publications include but are not limited to the following:

1. Responsible for successful delivery of publishing books to achieve strategic goals.
 2. Proofread the content, ensure that correct spelling, grammar, and punctuation are being maintained in the books.
 3. Check if page layout being followed is maintained.
 4. Coordinate with the translators—send English books to be translated, once received, format and send to IT team for updating it on website. Send bills from translators to Accounts.
 5. Coordinate with graphics designers—ensure the cover pages are received in JPEG to be used in the Word documents. The content to be used (Both English and other languages) are sent to the graphic designer, who finalizes the covers. These are used in the formatted Word documents.
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6. Ensure that the book distribution is carried out by the book distribution coordinator via weekly book distribution to local bookstores and via quarterly book distribution to bookstores throughout India.
7. Ensure bookstores are contacted periodically to check if they require stocks.
8. Ensure speedy processing of book requests received via mail and through phone calls.
9. Ensure books are kept aside for weekend schools for distribution.
10. Ensure books are sent in a timely manner, by the team, for conferences and seminars as required.
11. Coordinate with the printers for the printing of books in English and other languages– Provide Word documents for typesetting, ensure format is fine, ensure it is proofread, ensure the right numbers needed are arrived at, and inform the printers.
12. Ensure that the translators give the content in a printable format.
13. Ensure that the stocks are maintained neatly and in an easily accessible manner.
14. Ensure that the digital distribution of books is done well by the publication team.
15. Work with the team to make sure audio conversions of books are carried out in a timely manner and do the quality check once files are converted.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

1. Must be a strong leader, organized, responsible, team player, and committed to excellence.
2. Must be a visionary, able to see opportunities where APC as a local church and ministry can grow and fulfill its God's given mandate.
3. Prior experience of working in printed and digital publications would be advantageous.
4. Bachelor's or higher degree in English or Communications.
5. Proven team management experience.
6. Experience in managing online content/media is desirable.

KNOWLEDGE & SKILLS REQUIREMENTS

- Experience in editing and proofreading.
 - Knowledge of MS Word, MS Excel, and computer skills.
 - Strong creative thinking skills and ability to think conceptually.
 - Problem solving and decision-making skills.
 - Confident to lead a team and provide direction.
 - Excellent writing, editing, and proofreading skills with an eye for detail, language, flow, and grammar.
 - Excellent communication, influencing, and relationship-building skills.
 - Good attention to detail.
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ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Volunteer at APC.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

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.

Please note, that all staff positions at APC 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!
