**Position Title:** Editor of *The Voice*

**Overview:**

The Editor of The Voice serves as a key member of the Communications Committee within the Central Indiana Cursillo Center (CICC). This role ensures the timely creation, publication, and distribution of The Voice, a newsletter that informs, inspires, and connects the Cursillo community. The Editor works collaboratively with Secretariat members and other contributors to reflect the mission and values of the Cursillo Movement.

**Key Responsibilities**

**Content Creation and Management:**

* Solicit articles, updates, and reflections from Secretariat members, Cursillistas, and other contributors for inclusion in *The Voice*.
* Edit and format content to ensure clarity, consistency, and alignment with the mission of the Cursillo Movement.
* Develop themes and topics for each issue to engage and inspire the readership.

**Publication and Distribution:**

* Oversee the design and layout of *The Voice* using publishing software or online tools.
* Coordinate the digital distribution of the newsletter.

**Communication and Outreach:**

* Promote *The Voice* as a tool for building community and fostering engagement within the Cursillo Movement.
* Collaborate with the Website Coordinator and other communication roles to ensure The Voice content is accessible online and aligns with other messaging efforts.

**Collaboration:**

* Work closely with Secretariat members to ensure updates and announcements are accurately reflected in *The Voice*.
* Coordinate with other CICC leaders to highlight upcoming events, success stories, and opportunities for community involvement.

**Qualifications:**

* Strong writing, editing, and organizational skills.
* Proficiency in using publishing software and/or tools for digital layout and design.
* Ability to manage deadlines and coordinate with multiple contributors.
* Commitment to the mission and values of the Cursillo Movement.

**Term of Service:**
The Editor of *The Voice* serves in alignment with Secretariat term limits and guidelines.

**Personal Engagement in the Cursillo Movement:**

* Attend closings whenever possible.
* Participate in Reunion Ultreyas and Local Ultreyas as schedule permits.
* Actively engage in Group Reunion and the School of Leaders.
* Attend regional and national training events as possible.
* Pray daily for the Cursillo Movement locally and globally, as well as for all Cursillistas.

**Secretariat Participation:**
Attend Secretariat meetings as schedule permits to gather updates, share progress, and ensure alignment with the CICC's communication strategy.