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# Writer Development Program Resident Job Description

## The Austin Stone Community Church

Resident Title: Writer Development Program Resident

Reports to: Writer Development Program Manager

Location: ASI

Employee Type: Full-Time

Classification: Shared Staff—Reliant

Residency Employment Dates: August 1, 2022 - July 31, 2024

### Summary

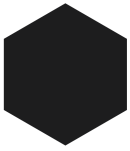
As part of The Austin Stone Institute Team at The Austin Stone Community Church, the Writer Development Program Resident will be responsible for:

- Written content creation in a variety of forms
- Strategic planning support of events, environments, and programs
- Program and event hospitality and execution
- Communication to stakeholders

The Writer Development Program Resident will report to the Writer Development Program Manager.

### Essential Responsibilities

- Primarily engage in activities that support The Austin Stone Institute's (ASI) Writer Development Program (WriterDev) and Writer Collective at The Austin Stone
- ASI serves the church by providing resources that develop leaders and WriterDev focuses on the leadership through the written word and developing the various skills needed
- Potential writing projects include:
  - Creating process documents, guides, and curriculum content for Writer Dev
  - Writing original content for newsletters, blog posts, and similar outlets
  - Helping manage communication and social media
  - Development of WriterDev Foundations, our first online writing course

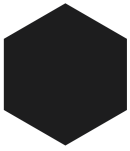


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- Develop the resident in character, doctrine, leadership style, and skills related to the role
  - Core responsibilities include program planning, communication planning, writing, editing, and hospitality
  - Day-to-day activities include research, writing, editing, event planning and management, and email communication
  - Participate in the planning and execution of the Writer Development Program
  - Write original content, including newsletter articles, white papers, and social media posts
  - Support in-person and online events hosted by WriterDev and the Writer Collective
  - Help with content and copy editing, as skill level allows
  - Design and manage program-related environments, including WriterDev classes, workshops, and other gatherings
  - Communicate with both internal and external stakeholders, primarily through email and phone
  - Humbly give and receive feedback, both as part of the residency and as part of the writer community

## Team Culture

The Austin Stone Institute trains Christian leaders for the church, city, and nations. As a member of this team, we ask that you embody the following core cultural values:

- **Servants of the Local Church:** Although, by the grace of God, we will gain subject matter expertise, it is no substitute for faithful engagement in the ministry and mission of a local church. Our team will adopt a posture that loves, serves, and engages faithfully in the campuses of The Austin Stone and the various ministry needs that arise.
- **Focused on the Strategic:** While we will serve faithfully at a local expression of the church, one role of our team is to be proactive in identifying opportunities for ministry and anticipating problems that may arise in the future. Rather than be driven by the urgent and immediate needs of the present, we will give our present time to solving future problems so other teams can be freed for faithful ministry and mission in the present.
- **Intentionally Thoughtful:** Our team will seek to prayerfully and thoughtfully consider the opportunities and barriers of ministry from a variety of different angles. We will slow down and ask careful questions about the theological perspectives of The Austin Stone, about the cultural alignment of our ministry, and about potential implications of our work.
- **Collaborative and Distinct:** Our team will engage in the ministry and mission together, appreciating the various gifts, personalities, and communications styles that exist with individuals who make up the team.



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- **Joyfully Together:** The Ministry Strategies Team will value, not only our professional relationship with one another, but cultivate familial relationships of joy, levity, and deep love and care for one another.

## **Austin Stone Culture**

The current explicit values for The Austin Stone Community Church are:

- Ruled by God's Word
- Christ-Centered in Focus
- Empowered by the Holy Spirit
- Reliant on Prayer
- Committed to Covenant Community
- Gospel-Saturated in Discipleship
- Devoted to Equipping the Saints
- Relentless in Mission

As a member of our staff, the employee is expected to fully embrace these core values and seek to teach them to others as well.

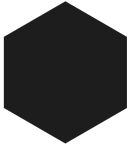
Employees of The Austin Stone are expected to become partners (our term for members) of the church, fully embracing the values, mission, and purposes. Additionally, all employees of The Austin Stone are expected to understand, affirm, and adhere to our Affirmation of Faith, bylaws, culture map, and other documents defining the beliefs, culture, and mission of The Austin Stone.

## **Disclaimer**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

## **Culture and Character**

Employees of The Austin Stone are expected to become partners of the church, fully embracing the values, mission, and purposes. Additionally, all employees of The Austin Stone are expected to understand, affirm, and adhere to our Affirmation of Faith, bylaws, culture map, and other documents defining the beliefs, culture, and mission of The Austin Stone.



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Employees must also possess the character qualifications of biblical leadership in the church. At a minimum, each employee must agree and aspire to maturity in these qualifications, invite the authority of church community and leaders as a means of growth in them, and pursue them humbly and faithfully by the power of the Holy Spirit.

Please read [Attributes of Leaders as Employees at The Austin Stone](#) for a greater description of cultural, character, and other aspects of joining our team at The Austin Stone.

*The Austin Stone Community Church is an Equal Opportunity Employer including Women, Minorities, Protected Veterans, and Individuals with Disabilities.*