

**FUNCTIONS OF
The
PUBLISHING MINISTRIES DEPARTMENT
General Conference of Seventh-day Adventists**

A. General coordination of the worldwide publishing program

1. The development of Publishing Ministries Departmental Policies
2. Preparing and publishing reports for the world church including field reports from the Division Literature Ministries Departments, Publishing Houses, and Literature Ministry Seminaries
3. Serving as a development and resource center for publishing materials
4. Conducting world Publishing Ministries Department advisories/councils
5. Coordinating the development and maintenance of world publishing projects such as:
 - a. An informative departmental website
 - b. Promotional videos
 - c. The quarterly Literature Evangelist Magazine
 - d. A bi-monthly Leadership Digest Paper

B. Supervising and Assisting Publishing Ministries Departments of the world field

1. Assisting the Divisions in their policy development
2. Assisting the Divisions in their strategic planning
3. Assisting the Divisions in conducting their evaluation surveys for the following entities
 - a. Union Publishing Ministries Departments
 - b. Publishing Houses
 - c. Literature Ministry Seminaries
 - d. ABC/HHES operations
4. Serving as resource personnel for following publishing meetings
 - a. Division publishing advisories
 - b. Leadership training/seminars
 - c. Regular LE conventions/congresses
 - d. Student LE conventions/congresses in colleges and universities
 - e. Publishing administrative seminars

C. Supervising and Assisting Publishing Houses

1. Attend Publishing House board meetings (as possible & needful)
2. Assist in securing publication rights, manuscripts and materials for publications
3. Coordinate the production and circulation of the missionary literature
4. Participate with the Publishing House Product Planning Committees in their plans for producing subscription and trade Literature
5. Share observations and suggestions with Publishing House officers regarding financial operations.

D. Literature Ministry Seminaries

1. Assist Divisions in establishing union Literature Ministry Seminaries
2. Assist Divisions in LMS curriculum development
3. Assist Divisions in conducting LMS staff training, seminars and workshops
4. Assist Divisions in developing training materials for all LMS Subjects

E. Assist Divisions in Supervising ABC/HHES Operations