



Stonecrock LIVE! Volunteer Reporter/Writer Guidelines

Stonecrock.org visitors find hope and encouragement in *Stonecrock LIVE!* articles. By definition, each story offers “fresh-picked content.” To keep that timely content flowing, Stonecrock’s Communications Team now welcomes applicants for the freelance positions of **Volunteer Reporter** or **Volunteer Reporter/Writer**.

- **Volunteer Reporter:** This fact-finder follows up on story leads, conducting interviews and gathering key information that will be used to compose inspiring *Stonecrock LIVE!* articles. During each interview, she refers to the *Stonecrock LIVE! Fact Sheet*, an easy-to-use guide that ensures all necessary story elements are collected. She then submits her notes via e-mail to a Communications Team member, who will write a story based on the information provided by the Volunteer Reporter.
- **Volunteer Reporter/Writer:** This volunteer follows the same procedure as the Volunteer Reporter, except that once the facts are gathered, she writes the story herself. She then submits her story and her notes to the Communications Team via e-mail for editing and publication.

To clarify further, all selected volunteers will be reporters. Not all reporters must become writers, however.

For more information regarding this exciting opportunity to help encourage and equip our *Stonecrock LIVE!* readers, please contact Stonecrock Staff Writer/Editor Cheryl Gochner at cgochner@stonecrock.org.



Stonecroft LIVE! Fact Sheet

A Stonecroft Live! story:

- Runs 300-400 words.
- Covers the “who, what, when, where, why, and how” of a recent Stonecroft event.
- Includes a teaser to catch the reader’s attention.
- Features quotes, preferably from an individual who witnessed the event firsthand.

You might approach an interviewee by saying:

Hello, my name is (YOUR NAME), and I’m calling on behalf of Stonecroft Ministries. Recently I heard about (SPECIFIC EVENT) that took place in you area. It sounds like this would make an excellent *Stonecroft Live!* story. Do you have a few minutes to talk with me about it?

Gather all necessary information, including:

- Name of interviewee (verify spelling)
- Position held with Stonecroft Ministries
- Event
- Theme or focus of event
- Actual or approximate date of event
- Location (city/state)
- How did God work through this event?
- Describe new relationships formed as a result of this event (decisions for Christ, interest in Stonecroft Bible Studies, becoming a volunteer leader, etc.).

Ask leading questions that encourage interviewees to provide descriptive details. Avoid “yes” or “no” questions.

Please e-mail your interview notes (plus your completed story, if you are a Stonecroft LIVE! Volunteer Reporter/Writer) to Stonecroft Staff Writer/Editor Cheryl Gochnauer at cgochnauer@stonecroft.org. Keep a copy of your work for your records.

May God richly bless you for serving Him through your writing.