

TERMS OF REFERENCE FOR THE OFFICE FOR COMMUNICATION SERVICES

As a unit within the Lutheran World Federation General Secretariat, the specific assignment of this Office is to:

1. assist in a coordinated way all units of the LWF, its member churches and related organizations, by the dissemination and exchange of news and information;
2. produce publications concerning the life and work of the Lutheran churches throughout the world and the LWF;
3. provide services to the entire LWF Secretariat for the professional translation of reports, documentations and publications into working languages of the Federation; and
4. produce material to promote the LWF.

In pursuance of its assignment and within the limits of its resources, the office is authorized to:

1. provide services of news and information in appropriate languages to the media, LWF member churches, other churches and ecumenical bodies, and the general public;
2. maintain professional publishing services in appropriate languages, coordinate all LWF publications, and serve all LWF units in the preparation, production and distribution of publications;
3. coordinate all translation services necessary throughout the LWF;
4. provide services to the LWF and its departments in the promotion of their programs and projects to member churches, related agencies and other partners;
5. provide a range of resources in various media to interpret and support the work of the LWF and its units; and
6. cooperate with other ecumenical and professional organizations in the fulfilment of its assignments.