

# LATREUO CREATIVE RESOURCES

Editing Services for Candidates for Ordination

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## INTRODUCTION

I am an experienced academic and business editor and copywriter.

For the past 18 years I have been writing and editing documents of all kinds:

- For Businesses – long-range plans, new product proposals, research papers, speeches and meeting summaries, annual reports
- For Churches – monthly newsletters, weekly bulletins and announcements, web content, pastor’s speaking notes, ministry updates, activity summaries
- For Academics – research proposals, grant applications, essays, masters and doctoral dissertations
- For Social Media – writing and researching web content, seo compliance, manuals, “how-to” documents

I am fully fluent with Chicago Style and Turabian v.9.

From simple grammar and formatting advice to full structure and style editing, I am able to support you as you develop and communicate your ideas in a written document. I am also a content expert in the areas of theology, English literature, education, business process and project management, and classical music.

I started my academic career in music performance and concurrently trained in music education, then pursued graduate work in music performance at McGill University in Montreal. I completed an MBA in Arts Administration with a concentration in marketing and organizational design. My master’s thesis, which received the Outstanding Achievement Award, was a business assessment of the Montreal Symphony Orchestra. I worked for 15 years in the arts/music community, serving in many capacities for the Toronto Symphony, the Ontario Arts Council, and Merriam Music (Canada’s largest independent conservatory).

In 1999, I began studying for my MDiv in Theology and took a position as the Worship Pastor with a large, multi-site church. This led to an opportunity to manage Unite in Worship, the largest national worship conference in Canada, for 9 years.

Feeling restless for more academic stimulation, I enrolled in the Doctor of Ministry program at George Fox Seminary to study with Dr. Leonard Sweet. I graduated with distinction in 2013 and since then have been combining my skills in serving churches and businesses with writing, editing, and executive support.

I would love to be able to work with you! Whether you are looking for:

- assistance in making your website shine
- writing and editing support for your business or church
- expert oversight to make your essays, dissertation, or ordination documents look and sound as professional as they can be

## EDITING DETAILS

These items give you a sense of the tasks that an editor will perform in the review of your Ordination Project Assignment.

### 1. EDITORIAL TASKS

- a. Provide feedback on your assignment in a Word markup document (using Track Changes)
- b. Copyediting for grammar, usage, spelling, and punctuation
- c. Stylistic editing for clarifying meaning, eliminating jargon, and polishing language
- d. Formatting of the document, including footnotes and bibliography (if applicable)

### 2. DELIVERY

Review of a completed document generally takes 10 – 14 days depending on the size. We will work together to develop a schedule and will include any iterative review that will be required by your advisor(s) or project team.

### 3. PAYMENT

The fee is \$60.00 per hour (in US\$) for the services outlined above. A general *estimate* for the project, based on a sample of writing and an estimate of the document size, will be provided before beginning. The final fee is based on *actual* document size and *actual* hours spent editing the document.

- A deposit of \$100 is required to secure your spot on the calendar.
- Payment is accepted through Paypal ONLY

### 4. CONFIDENTIALITY

I agree to protect your content by not to reproducing or showing the material to anyone without prior consent.

### 5. LIMITATIONS

No guarantees are made as to the success of the edited document. Nor is there a guarantee that the completed document will be entirely error-free, though all efforts will be made to make it so. It is the Author's sole responsibility to review the final document thoroughly, before submission, ensuring that it reflects their own standards and that it meets the organization's requirements.

If you would like to be considered for editing services, please contact me for a no-obligation review of your material. I look forward to hearing from you.

Sincerely,



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