



Church of God by Faith, Inc.

2409 Old Middleburg Road N. ~ Jacksonville, Florida

Ministerial Interpreter/Translator (Language) ~ Job Description

Volunteer Job Title: Interpreter/Translator (Language) Volunteer

Report to: Cornell Hampton, National Volunteer Coordinator

Scheduled Shift: TBA

Job Location: Conventions, General Assemblies, Meetings and on a as need basis

Job Duties/Qualifications:

The role of an interpreter/translator varies from one situation to another. The information below has been developed to help the interpreter/translator get familiar with the function of a language interpreter's/translator's duties in the Church of God by Faith, Inc.

Interpreters/translators are skilled individuals that understand and speak more than one language. They facilitate communication between parties who speak different languages. The interpreter/translator do this by interpreting and re-communicating both verbal and written message from one language into another.

Interpreter/Translator (Language) Responsibilities

- Name Badge must be worn at all times when serving.
- Check original texts or confer with the leader(s) to ensure that the translation retain the content, meaning and feeling of the original material.
- Listening carefully
- Comprehending language
- Carefully convert data from the source language into the desired target language
- Communicate spoken messages with efficiency and clarity
- Using technology where appropriate, such as microphones, headphones, telephones, video and internet.

Code of Professional Conduct

- Interpreter/translator must adhere to standards of confidential communication, this applies to interpreted situations that are performed either face-to-face or remotely.
- Interpreter/translator must dress appropriate for the specific interpreting situation.
- Interpreter/translator must possess professional skills and knowledge required for the specific interpreting situation.
- Interpreter/translator must conduct themselves in a manner appropriate to the specific interpreting situation.
- Interpreter//translator must demonstrate respect for leadership, members, guests, visitors and colleague.