



SYNOD SECRETARY DESCRIPTION.

Term: 4-year term and may be re-elected. Election occurs at Synod Assembly.

Commitment: Attend all Synod Council and Executive Committee meetings, along with Synod Assembly.

Qualifications:

- a. Must be a lay or rostered member of a congregation of this synod.
- b. Should possess knowledge of parliamentary procedure and Robert's Rules of Order.
- c. Should possess the ability to meet deadlines, work under pressure, and preserve confidentiality.
- d. Should possess the ability to work and communicate with colleagues and partners in a collaborative style while able to take initiative and work independently.
- e. Should possess knowledge of ELCA church structure.

Responsibilities of synod secretaries:

- a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for distribution of such minutes, and perform such other duties as this synod may from time to time direct.
- b. Be authorized and empowered, in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
- c. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
- d. Submit to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.

Minutes of synod assemblies: One of your critical responsibilities as synod secretary is to keep an eye on history. You should prepare the minutes and other synod documents from the perspective that those written chronicles are crucial for the permanent historical record of your synod as well as being an immediate record of actions.

Content of annual reports: For archival and historical purposes, as well as for an accurate legal and corporate record, the synod's annual report needs to be comprehensive. Such a report of the Synod Assembly and synod activity should include:

- a. agenda of the Synod Assembly;
- b. minutes of the Synod Assembly;
- c. adopted budget;
- d. financial reports and audit statements for the previous year;
- e. election report, including the terms of office of those elected;
- f. complete list of members of the Synod Council, boards, and committees, including terms of office;
- g. ordinations and installations of ministers of Word and Sacrament, with dates and places;
- h. ordinations and installations of ministers of Word and Service, with dates and places;
- i. complete listing of all rostered ministers in the synod;
- j. other information on official rosters of synods, including a necrology of individuals on the rosters;
- k. updated synod roster of names and addresses of congregations;
- l. congregation reports and statistics;
- m. complete text of resolutions and other actions of the assembly;
- n. reports of the synod bishop and other officers;
- o. text of salary guidelines for the year; and
- p. current edition of synod constitution.