



METROPOLITAN WASHINGTON, D.C. SYNOD, ELCA

SECRETARY

POSITION DESCRIPTION - Update: 4/2018

As you consider this opportunity for service, we would like you to know something of the expectations and responsibilities of this office so you can make an informed decision.

Commitment/Frequency

The Secretary is a member of the Synod Council ex officio. The Synod Council usually meets an average of eight (8) times per year. Council meetings are scheduled to last from 8:30 a.m. to 12:00 p.m. on a Saturday morning. The first Synod Council meeting for newly elected Synod Council members will be held in July 2018. The Secretary is also a member of the Synod Executive Committee ex officio. The Synod Executive Committee usually meets by teleconference in advance of the meeting of the Synod Council.

Election Process & Term

The Secretary is elected to a four-year term. In accordance with our synod's Constitution and Bylaws, the Secretary shall be elected by the Synod Assembly and can be reelected. The Secretary shall be a voting member of a congregation of this synod. The secretary may be either a lay person or a minister of word and sacrament. The term of office for Secretary shall begin September 1 immediately following election.

Function

- Keeps the minutes of all meetings of the Synod Assembly and Synod Council.
 - Is responsible for the printing and distribution of such minutes and performs such other duties as this synod may from time to time direct.
 - Is 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.
-

-
- Classifies and arranges all important papers and documents and deposits them in the archives of this synod in consultation with the bishop.
 - Submits 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.
 - Reviews and approves changes to the congregation's constitution.

Nomination

We are looking for a person who is a faithful and mature Christian, one who is highly participative, asks questions, generates ideas, makes decisions, accepts responsibility, works collegially and is able to keep confidences. Are you willing?