

NC Synod Secretary Job Description

The NC Synod Secretary is responsible for maintaining accurate records of all synod council meetings, including minutes, resolutions, and official documents. The Synod Secretary is also a member of the synod council's personnel and executive committees.

Key Responsibilities:

- **Recordkeeping:** Taking detailed minutes at all synod council meetings and synod assemblies.
- **Communication and Collaboration:** Communicating decisions and updates made at any synod assembly to the ELCA Office of the Secretary. Collaborating with synod officers, the bishop, and synod staff to communicate those decisions.

Qualifications:

- Strong organizational skills and attention to detail
- Excellent written and verbal communication abilities
- Familiarity with Robert's Rules of Order
- Understanding of ELCA church governance and structure
- Active membership in an ELCA congregation and commitment to the mission and values of the ELCA