



## POSITION DESCRIPTION

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**POSITION TITLE:** Secretary, Eastern Synod  
**REPORTING RELATIONSHIP:** Synod Council, Synod Assembly  
**Revision Date:** February 2022

**POSITION OBJECTIVE:**

- From Eastern Synod Bylaws 2021 - Part VII, Section 2:  
The secretary shall:
  - a. Oversee all secretarial and record keeping duties on behalf of this synod; and
  - b. Perform additional duties as prescribed in the synod council governance and policy manuals.

**POSITION INTERFACES:**

- Direct contact with the Eastern Synod Council
- Direct contact with the Bishop, Assistants to the Bishop, and other officers of the Eastern Synod
- Direct contact with synod office employees
- Direct and indirect contact with rostered and congregational leaders

**KEY RESPONSIBILITIES:**

- Minutes: recording and file-keeping for Synod Council and Officers
- Correspondence arising from Minutes and at Synod Council/Officers direction
- On Leave from Call: annual process
- Legal and Constitutions
  - Review of congregational submissions and forward recommendation for Synod Council action (cf ELCIC Administrative Bylaws, Part II, Section 2)
  - Correspondence to submissions
  - Replying to congregations re: constitutional and governance questions/guidance
  - Record keeping
  - Review Synod Constitution and Bylaws
    - submit Assembly adopted amendments to NCC
- Assembly
  - Publish notice (cf Bylaws Part V Section 2 and 10)
  - Prepare and distribute Bulletin of Reports (cf Bylaws Part V Section 7)
  - Minutes (Assembly Proceedings)
  - Prepare Minute Book
- Synod Delegate Nominations to National Convention
  - Prepare forms, receive forms
  - Assembly election process
- Nominating Committee
  - Synod Council nominations (with Bishop and nominating committee)
  - Secure nomination forms and publish in Bulletin of Reports

- Synod Strategic Plan
  - Maintain master file
- Statistician
  - Roster of Congregations
  - Roster of Synodical Rostered Ministers (cf ELCIC Administrative Bylaws, Part VI, Section 7)

**TIME EXPECTATIONS**

- Attendance at the following (Note: time estimates are based on current practices that are subject to change, depending on future decisions of Synod Council):
  - Synod Assemblies (2-3 days, every 3 years)
  - Synod Council meetings (2 days, 2-3 times per year)
  - Legal and Constitutions Committee meetings (2-3 hours, 3-4 times per year)
  - Officer meetings (2 hours, 6-12 times per year)
- Preparation time for the meetings listed above
- Time for the oversight and administrative responsibilities identified in the “Key Responsibilities” section above
- Educational time (through reading, attending webinars, seminars, etc.)

**ROLE REQUIREMENTS:**

- Member in good standing of a congregation or a synodically recognized ministry of this synod
- Strong written, verbal and interpersonal communication skills (audiences range from one to large groups)
- Some understanding of congregational governance practices and their cultural context
- Ability to comprehend and be familiar with national church and synodical constitutional documents as well as federal and provincial legislation related to organizational governance

**COMPENSATION:**

- Subject to approval by the Synod Council, some remuneration may be provided to recognize that the responsibilities and time commitments for this role extend beyond those normally expected of a board member. The current remuneration is approximately \$11,000 per year.