

## Greater Milwaukee Synod Secretary Position Description

### Overview

The secretary of the Greater Milwaukee Synod is a constitutionally-mandated position, supervised by the bishop, and serving as an officer on the Synod Council.

For clarity and consistency, this position description includes provisions from the synod's constitution.

### Selection

*S9.06. The Synod Council shall nominate at least one person for secretary; additional nominations may be made from the floor.*

Nominations are for a four-year term, with the election held at the Synod Assembly. The term of office begins on September 1<sup>st</sup> following the election, and runs through August 31<sup>st</sup> four years later. The Secretary may serve two consecutive four-year terms if nominated and elected. All nominees for secretary must submit to a background check.

### Responsibilities

Most responsibilities are enumerated in the synod's constitution, as follows:

#### ***S8.30. Secretary***

*†S8.31. The secretary shall be elected by the Synod Assembly. The secretary shall be a voting member of a congregation of this synod. The secretary may be either a layperson or a minister of Word and Sacrament.*

*†S8.32. The secretary shall:*

- a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for the printing and 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 the Churchwide Assembly a certified list of the regular and alternate voting members elected by the Synod Assembly.*

In addition, the secretary has primary responsibility for working with congregations to assure that their governing documents are up-to-date and meet ELCA standards.

All regular responsibilities of members of the Synod Council also apply, including review of and action on policies, financial statements, budgets and resolutions. The Synod Council serves in a trusteeship role for the synod. Additional detail is available in provision S10.03. of the synod's constitution.

### Expectations

- Attend all meetings of the Synod Council. There are generally six regular meetings a year, which can take up to four hours per meeting. Regular meetings are usually held

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in the evening of the third Thursday of odd-numbered months, and are held either at the synod office or at congregations of Council members, with the September meeting in odd-numbered years held as an all-day session at The Lutheran Center (ELCA Churchwide offices) in Chicago.

- Attend all Executive Committee meetings. Usually these meetings take place on an evening during the week before regular Synod Council meetings, but may also be called to address issues that arise between Council meetings.
- Attend all Synod Council retreats. These are held approximately every other year, and have typically been full-day sessions on a Saturday.
- Facilitate special electronic meetings of the Synod Council and the Executive Committee, as needed.
- Attend the Synod Assembly, a multi-day meeting generally held at the end of the week after Memorial Day. Active participation in all Assembly sessions is required.
- Become conversant with the synod's constitution, bylaws and continuing resolutions and those of the ELCA, serving as a resource on related issues.
- Oversee registration of voting members for the Churchwide Assembly, and facilitate oversight of representation for others elected by the synod.
- Respond in a timely fashion to inquiries from congregations with questions about their governing documents (constitution, bylaws and continuing resolutions). Assist congregations in updating their documents, and provide final approval for revised constitutions.
- Participate in an approved multi-day Anti-Racism Training program at least once during each term, preferably the first time it is offered after taking office. The current provider is Crossroads Organizing and Training of Chicago, with the regular schedule being sessions on Thursday evening and all-day Friday and Saturday.
- Affirm in writing, on forms provided, the synod's Anti-Fraud and Operational Ethics policies at the onset of service, every two years thereafter, and whenever the policies are amended.
- Represent the synod as needed in congregational settings, imparting a sense of the value for congregations in being part of the larger church.

### **Compensation**

- This is a volunteer position. Compensation is in the form of satisfaction in doing work that is useful in supporting congregations, and in the fellowship of people of faith.

### **Qualifications and Useful Skills**

- Commitment to the work of the church in a diverse and dynamic society.
- Knowledge and understanding of congregational governance, or other nonprofit governance.
- Familiarity with parliamentary procedure.
- Openness to extending yourself in ways you cannot anticipate.