

Synod Secretary, Metro D.C. Synod Position Description & Expectations as of February 2022

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

Commitment /Frequency

In addition to participation as a member of the Synod Council and the Synod Executive Committee (see below), the duties of the Secretary include material time and effort between meetings.

Election Process and Term

In accordance with our synod's *Constitution, Bylaws, and Continuing Resolutions*, the Secretary shall be elected by the Synod Assembly to a four-year term 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 rostered minister. The term of office for Secretary will begin on September 1, 2022.

Functions and Duties

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 from 9:00 a.m. to 12:00 p.m. on a Saturday morning. The first Synod Council meeting for newly-elected Synod Council members (other than the officers) will be held in July 2022, on a date that is yet to be determined, while the first Synod Council meeting for the newly-elected Secretary will be held in September 2022, also on a date that is to be determined. The Secretary is also a member of the Synod Executive Committee *ex officio*. The Synod Executive Committee usually meets virtually one evening a month (typically the first or second Tuesday of the month) from 6:00 p.m. to 7:00 p.m. The first Synod Executive Committee meeting for the newly-elected Secretary will be held in September 2022 (after the commencement of the Secretary's term).

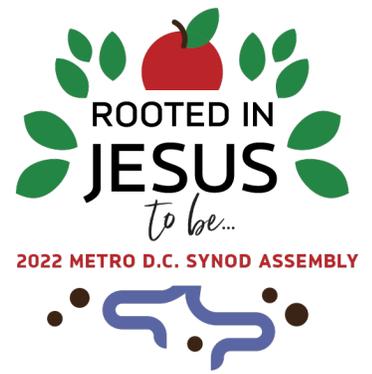
Under the synod's *Constitution, Bylaws, and Continuing Resolutions*, the Secretary shall:

- Keep the minutes of all meetings of the Synod Assembly and Synod Council;



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- Be responsible for the printing and distribution of such minutes, and perform such other duties as this synod may from time to time direct;
- 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;
- In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod;
- 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; and
- Review and approve changes to a congregation's constitution.

Nomination Process

Interested individuals should complete the Candidate Information Form at the Web page for the 2021 Synod Assembly, at <http://metrodcelca.org/2022assembly/>. Candidates for Secretary must also complete a background check form, which may be found at <http://metrodcelca.org/forms/>.

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 to have your name submitted for nomination?



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