



RESURRECTION LUTHERAN CHURCH Position Description

Position: Council Secretary (Serves three-year term)

Accountable to: God, Church Council, and the Congregation

Responsibilities of the Secretary

- Taking and transcribing minutes of Council and congregational meetings and maintaining and submitting a record of minutes to inform Council, staff and congregation of the actions of its leadership.
- Manage and submit official Resurrection correspondence and documents including Synod communication.
- Monitor the pulse and keeps current on the activities of Resurrection's ministry partners (Faith in Action, Help Center, Timber Bay, etc.) by serving as the unofficial liaison between ministry partners and Council.
- Being approachable for all council, staff and Resurrection Lutheran Church members.

Skills

- Maintain and record accurate records of the business and action items of the congregation.
- Excellent comprehension and writing skills.
- Ability to use Microsoft Word.
- Effective interpersonal skills.
- Basic understand of or willingness to learn Robert's Rules of Order to record Council and Annual Meetings minutes.

Requirements and Responsibilities of all Council Members

- Uphold and support a Lifestyle of Generosity, Culture of Consensus and Direction through Discernment.
- Maintain confidentiality.
- Must be a member of Resurrection in good standing.
- Casting vision in partnership with other Council members, Lead Pastor and Ministry Directors so that the overall mission of Resurrection may be realized.
- All members of Council must sign and uphold the Leadership Covenant.
- Demonstrates being a good team player.
- Ability to prayerfully discern God's will for Resurrection.

A member's place on the Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Council without being excused by the officers of the Council.

Responsibilities of all Council Members as defined by the Constitution

- Lead congregation in stating its mission, to do long- range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- Seek to involve all members of this congregation in worship, learning, witness, service, and support.
- Oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- Maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- Be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- Promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- Arrange for pastoral service during the sickness or absence of the pastor.
- To emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
- To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- Serve as the board of trustees of this congregation and be responsible for maintaining and protecting its property and the management of its business and fiscal affairs including but not limited to property, contracts, investments and insurance programs, as applicable.
- Prepare an annual budget for adoption by this congregation and supervise the expenditure of funds in accordance with the budget. (May not incur obligations of more than 10 percent in excess of the anticipated receipts unless it receives Congregation approval.)
- Appoint and supervise of the salaried lay workers of this congregation. The day-to-day administration and supervision of church staff is the responsibility of the Lead Pastor, and Council will defer to his direction.

Boundaries

- Following the Word of God
- Abide by Resurrection Lutheran Church Constitution and bylaws
- Conduct business within the boundaries of Resurrection policies and procedures
- Remain objective and nonjudgmental.
- No promotion of personal agenda.
- Perform responsibilities within financial budget
- Conduct activities with Council knowledge and support.
- Work through Lead Pastor to provide direction and/or information to staff.

- Work through the Lead Pastor to provide direction and/or information to ministry directors.

Resources and Support

- The Bible
- Prayer
- Family & Friends
- Pastors & Fellow Council Members
- Congregation
- Former Council Members and Council Officers
- Resurrection Lutheran Church Constitution
- Synod Staff
- Resurrection Lutheran Church Staff
- Robert's Rules of Order
- Resurrection resources including the Resurrection Employee Manual and Resurrection policies and procedures

Spiritual Gifts needed for this position or a willingness to develop or grow in the following:

- Knowledge/Information
- Leadership
- Discernment/Insight
- Faith/Confidence
- Humility
- Compassion
- Wisdom/Common Sense
- Administration/organization
- Hospitality
- Communication
- Giving
- Caregiving/Shepherding