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## Position Description: Congregation Council Secretary

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### Responsibilities:

- In addition to the Roles and Responsibilities of a Congregation Council Member, the duties of the Congregation Council Secretary shall include but not be limited to, the following:
  - Serve as a member of the Executive Committee. Record and monitor action items.
  - Provide leadership to the Council and Congregation in support of the mission and ministry of the Congregation
  - Draft monthly Council meeting minutes and Congregation Annual Meeting minutes, email to Council for review and approval and post to CTK website within two weeks after meeting
  - Meeting minutes from the Annual Meetings.
  - Record, update and maintain Council Actions Items log and communicate such to Council
  - Record, update and maintain Council Calendar and communicate such to Council
  - Ensure the safety and accuracy of all Council records
  - Provide notice of Annual Meeting

### Opportunities/Benefits:

- Grow in knowledge of the programs and goals of the Congregation
- Share and/or develop leadership skills
- Serve as example by participating in the life and mission of the Congregation

### GIFTS SHARED:

- Leadership
- Goal setting
- Visioning
- Composition

### TIME COMMITMENT:

- Monthly Council meetings
- Monthly Personnel meetings
- Monthly Executive Committee meetings
- Council Retreats
- Additional time as needed to complete responsibilities

### TRAINING AND SUPPORT:

- Council orientation
- Executive Committee orientation
- Annual leadership retreat
- Saint Paul Area Synod Training Event
- Congregation officers and other Council members

### ACCOUNTABILITY:

- Congregation
- Congregation Council