

EMMANUEL LUTHERAN
CONGREGATION COUNCIL OFFICER

June 9, 2020

SECRETARY

Duties and Responsibilities

- Keep the minutes of all meetings of the congregation, executive committee and council and be responsible for the distribution and publication of such minutes.
- Be authorized and empowered, in the name of the congregation, to attest instruments that require certified authorized signers and may also be signed by the congregation president or pastor.
- Work with the pastor and congregation's staff to ensure the storage and protection of all important documents and papers.
- Make sure that annual reports of the congregation's corporate status are filed with the appropriate office in your state (if required).
- Work with the treasurer and pastor to ensure timely filing of the congregation's annual parochial report.
- Sign the letter of call for rostered staff at the time of a call meeting.
- Attest to the synod office that the congregation's records are up to date and under your control at the time of pastoral transition.
- Submit copies of constitution and bylaw amendments to the synod.
- Prepare an annual list of membership changes.
- Carry out correspondence on behalf of the council and the congregation, as directed.
- Assume other duties as assigned by the Congregation Council.