

Church Council Secretary

“And now, go, write it before them on a tablet and inscribe it in a book, that it may be for the time to come as a witness forever.” (Isaiah 30:8)

Purpose: Transcribe and record the administrative ministry and mission activity of St. Peter’s evangelical Lutheran church upon the Parish Planning Council.

Composition: The Secretary relies upon and benefits from the support offered upon the Parish Planning Council.

The Secretary:

- 1) Primarily serves on the Parish Planning Council as a member of a Guiding Coalition.
 - a. A Guiding Coalition is an appointed/elected team of brothers and sisters in Christ who employ their spiritual gift of visionary and managing leadership to further the ministry and mission of St. Peter’s through **robust dialogue** and **caring candor**.
 - b. What is Robust Dialogue? **LEARNS**
 - i. **Listen** to learn and understand.
 - ii. **Express** ideas and opinions honestly and assertively.
 - iii. **Ask** and answer questions to clarify ideas, uncover new information, and dig into any assumptions.
 - iv. **Respond** in ways that encourage honest sharing.
 - v. **Narrow down** all the ideas and information, focusing and selecting the best decision that accomplishes ministry and/or mission of St. Peter’s.
 - vi. **Summarize** what has been discussed and decided so people leave the meeting knowing who is responsible for what action.
 - c. What is Caring Candor?
 - i. Caring candor is “speaking the truth in love” (Ephesians 4:15) in being assertive and gentle.
 - d. If the Secretary is unable to attend a Parish Planning Council meeting, another servant and/or member of St. Peter’s needs to be in attendance to fulfill this role.
- 2) Secondarily serves the Parish Planning Council and congregation according to the general guidelines and specific tasks noted below.
 - a. General Guidelines of Service
 - i. Keep an accurate and permanent record of all Council and Voters’ meetings.
 - ii. Maintain an accurate list of all voting members.
 - iii. Responsible for notifying all Voters’ and Council members of meeting dates and times.
 - iv. Send/distribute official correspondence, as necessary.

b. Specific Tasks of Service

- i. Early January (Office Administrator sets the date) send complete/up to date Voters' list and Agenda for January Voters' meeting to the office to be included with the Annual Report.
- ii. Check with Council Chairman if there is any New Business and/or Action Items he would like to have added to the Agenda.
- iii. Send out Last Meeting Minutes and Agenda to Council members or to Office for Fan out to Voters' before meetings.
- iv. Take New Voters' book to Voters' meetings for signing.
- v. Ask Office Admin. Professional to make copies of Agenda and all reports for Voters.
- vi. Ask Office Admin. Professional to put out Voters' list for each Voter to mark their 'X' for attendance at the meeting.
- vii. Send minutes to Office Admin. Professional for Electronic distribution to congregation members. Request also that paper copies be made: (1) for Narthex, (1) for Church Council Secretary to keep in binder and copies requested by members that do not have access to Electronic Version of minutes.