

Good Shepherd Lutheran Church

Gathered, empowered and sent to share the love of Christ with all people

Church Council Member, Secretary

Description

The Secretary records the minutes at monthly Council meetings, the Annual Congregational Meeting, and other special meetings if any throughout the year. Minutes are usually sent electronically to the other council members, pastors and office staff prior to the next meeting. This position also serves on the Good Shepherd Executive Committee.

The Secretary:

Attends Church Council meetings on the 4th Tuesday of the month. Meetings begin at 7 PM and generally last 60-90 minutes.

Attends Executive Committee meetings, which precede the monthly Council meetings at 6 PM. As part of this role, he or she assists with setting the proposed agenda for the Council meeting that follows at 7 PM.

Timeframe

A full term on the Good Shepherd Church Council is three years. Council members are permitted to serve two consecutive full terms per the Constitution. The Secretary shall serve a term of one year and shall be elected at the annual congregation meeting. Note: if the volunteer chooses to vacate the position of Secretary and still has part of a Council term remaining, he/she may need to assume a Council Liaison position to one of the Congregation Council committees.

Total time commitment per month is about 4 to 5 hours. This includes attending the Executive and Council meetings, and typing & distributing the minutes.

Training/Qualifications

Keyboard typing skills are needed to compose meeting minutes. Good listening skills are helpful with tracking key information for meeting minutes.

Staff Liaison

Pastor Dave Berg or Pastor Karen Pahl

Contact for Information

Council Secretary Lisa Feenstra

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