Secretary of the Church

# Position Description

This Position Description is to be read in conjunction with the LCA By-Laws Section VIII. C. ‘The Secretary’ (refer Appendix A).

**Position title: Secretary of the Church**

**Line manager: LCA Bishop**

**LCA unit: Office of the Bishop**

**Location: 197 Archer St North Adelaide**

**Classification: LCA Pastor**

**FTE: 1.0**

This document updated on 4 September 2017

## Objective

To meet the requirements of LCA By-Law VIII C ‘The Secretary’ as defined in the Constitution and By-Laws of the Lutheran Church of Australia in serving the Synod and the Office of the Bishop.

## Responsibilities

* 1. Support the LCA Bishop in fulfilment of his duties on behalf of the Synod by:
		1. Acting on behalf of or representing the Bishop in certain matters when required and at his discretion;
		2. Working with LCA leaders, congregations and ministries, pastors and laity to develop effective relationships with the Office of the Bishop wherever and whenever required;
		3. Participating in the Office of the Bishop leadership group;
		4. Working with the Executive Assistant to the Bishop to develop and maintain effective and efficient work practices in the Office of the Bishop;
		5. Managing the administrative and day to day needs of the Assistants to the Bishop for Reconciliation Ministry, International Mission and Public Theology.
	2. Support the LCA Bishop in respect to the General Church Council by:
		1. Attending meetings as a consultant;
		2. Ensuring that the Public Officer responsibilities and duties the delegated to the Executive Officer of the Church are carried out in an appropriate and timely manner.
	3. Support the LCA Bishop in respect to the College of Bishops by:
		1. Attending meetings as a consultant;
		2. Providing executive support to the College;
		3. Ensuring the due process and optimum performance of Reconciliation Ministry in respect to its development, planning, training and case work, in conjunction with the Assistant to the Bishop – Reconciliation Ministry, and providing oversight and ongoing guidance of the Assistant to the Bishop’s activities;
		4. Providing oversight of the Intentional Interim Ministry program;
		5. Acting as the LCA’s designated representative for Australian Defence Force chaplaincy and in conjunction with the respective District Bishops takes an interest in the well-being of Lutheran Defence Force Chaplains.
	4. Undertake other responsibilities as and when required by the Bishop.

## Qualifications, skills and qualities

### Essential

1. Ordained, active and worshipping LCA Pastor serving on the Roll of Pastors and committed to the work of the Synod.
2. Demonstrated ability to frame issues within a Lutheran theological and spiritual framework.
3. Demonstrated pastoral leadership skills and experience.
4. Demonstrated understanding and experience of the LCA, its structures and processes.
5. Excellent inter-personal qualities, including able to interact respectfully with individuals across a wide spectrum within the LCA and in wider ecumenical and community circles.
6. High level planning and organisational skills.
7. High level written and oral communication skills.
8. Demonstrated ability to undertake defined tasks and projects within a set timeframe.
9. Skills to lead individuals and teams to achieve agreed upon challenges/outcomes.
10. Demonstrated ability to sustain confidentiality and legitimately earn the trust of others.
11. Skills to effectively address conflict and unresolved issues.
12. Able to think creatively and effective problem solver.
13. Ability to manage staff and finances.

### Highly desirable

1. Ability to travel interstate or overseas, sometimes on short notice.
2. Experience in boards or leadership in one or more Districts of the LCA.
3. Demonstrated experience in undertaking research.

## General terms of appointment

* Able and willing to work in the environment of the LCA and actively identify with and understand the needs of the Church and its community
* Agree to abide by all LCA policies as applicable
* Observe and comply with the LCA Work, Health & Safety policies and procedures
* Confidentiality regarding sensitive information is a requirement of the position.

# Appendix A

## LCA By-Laws Section VIII. C. The Secretary

The Secretary**[[1]](#footnote-1)**

1. The duties of the Secretary shall be to

(a) exercise a supportive role to the Bishop in the promotion of the general wellbeing of the church;

(b) perform those duties generally incumbent upon such an office and as prescribed from time to time;

(c) in reference to the regular general and special conventions of the General Synod

* 1. publish the notice in the official publication of the church;
	2. publish the Agenda and the Book of Reports;
	3. keep an accurate recording of the proceedings and prepare and publish the Official Report;
	4. inform responsible bodies or individuals as soon as possible of the resolutions affecting them;

(d) keep the Roll of Congregations, the Roll of Pastors and the Register of Lay Workers;

(e) attend meetings of the General Church Council and College of Bishops in an advisory capacity; support the College of Bishops with a secretariat function;

(f) attend any other meetings as required by the Bishop in an advisory capacity;

(g) act as the Public Officer and be responsible for all legal matters;

(h) ensure that all moneys collected by or payable to the church are passed to the Central Treasury Service promptly for banking; and

(i) ensure that the Central Treasury Service is provided with adequate information to assist it in its day to day operations.

1. The matters highlighted are recognised, in August 2016, as effectively the responsibility of the Executive Officer of the Church, in the current reality of day to day management. Alterations to the By-Laws to reflect the changed responsibilities in the organisation, are planned as part of a suite of changes to the LCA Constitution that may be pursued after a trial period of new arrangements, that result from the implementation of the Governance Review. [↑](#footnote-ref-1)