

Rocky Mountain Synod: Executive Administrator

Provisional Job Description subject to change

I. Support to Bishop

Provide support to Bishop as requested, including managing calendar; prioritize mail

II. Executive Committee/Synod Council

Make hotel arrangements for council members

Work with bishop and synod vice president to develop and send meeting agendas

Physical arrangements for meetings, including meals, etc.

Follow up with any requested actions from meetings

Take notes to help the secretary with minutes

Work with synod secretary to update synod constitution as amendments occur

III. Synod Assembly Support

Work with planning team on assigned tasks

Prepare and publicize assembly registration materials

Prepare and distribute pre-assembly materials

Receive nominations and prepare biographical information for elections

Hotel room arrangements for staff, visitors, lay Synod Council members

Receive resolutions and prepare them for pre-assembly mailing

Assist in printing documents for assembly

Assist with general office tasks at assembly

Submit Report of Synod Assembly Actions to the ELCA Office of the Secretary

IV. Candidacy Committee Support

Send welcome packets with cover letter to potential candidates

Acknowledge receipt of applications and follow up as necessary

Liaison for psychological evaluations

Make hotel arrangements for committee members

Physical arrangements for meetings, including location, meals, etc.

Work with staff and committee chair to develop agenda, panel assignments, for interviews

Inform candidates concerning interview location, times, etc.

Prepare candidate interview packets and forward to panel members

Take minutes of committee meetings

Prepare and disseminate committee minutes

Travel arrangements for endorsement panels at seminaries

Maintain candidate files and track fee payments

Work as requested with scholarship applications

Assist candidates with questions/concerns in the absence of synod staff person

Duties as assigned

V. Transition Process Support

Administer Mobility Database Management System.

Send letter of call to congregations

Arrange for synod council person to attend congregational meetings

Send signed letters of call with cover letter to rostered ministers being called

Report calls issued to conference deans

Report monthly roster changes to ELCA Office of the Secretary
Help maintain and update Smartsheet for congregations in transition
Assist with Rostered Minister Profiles
Liaison with ELCA Office of the Secretary
Duties as assigned

VI. Roster Maintenance

Ensure that the database of rostered ministers is current
Maintain rostered minister personnel files
Maintain congregational files
Review current systems of record-keeping/database and improve as needed

VII. General Office Functions

Answer phone
Respond as appropriate to general synod e-mail inquiries
Monitor/order/purchase general office supplies
Open and sort mail; endorse checks
Work with other support staff members as a team to complete all tasks
in a timely manner
Welcome and greet visitors
Assist with mailings of packets for assembly, youth gatherings, etc.
Assist in printing worship bulletins for New Beginnings

VIII. Building Maintenance

Arrange for services such as plumbing; heating & cooling; janitorial

VIII. Misc.

Knowledge of software programs: Office 365; Smartsheet; ELCA Office 365; ECIS
Answer questions regarding ELCA Community Login
Answer questions from staff