A logo with a red bird and a cross

Description automatically generated

Secretary

GRP Ministry and

Role Descriptions

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| Volunteer Role | Secretary of Congregation and/or Church Council |
| Purpose | To support the congregation and its Church Council by managing correspondence, maintaining records, and ensuring effective communication and administration in line with the policies of the Uniting Church of Australia. |
| Term of Position | The meeting of a Congregation shall appoint a Secretary. Term of position is determined by the Congregation. |
| Operating Site | Local congregation |
| Skills and Qualities | Strong organisational and administrative skills  Good written and verbal communication  Confidentiality and discretion  Basic understanding of computer literacy  Understanding of or willingness to learn about the UCA polity, ethos and regulations  Obtain Culture of Safety Training & WWCC |
| Accountability | Reports to the Church Council and works closely with the Chairperson and Minister  Operates within the guidelines of the UCA Constitution, Regulations, and the local congregation’s structure |

ROLE DESCRIPTIONS & KEY RESPONSIBILITIES OF SECRETARY

Meeting Administration:

* Prepare and distribute agendas for Church Council and Congregational Meetings in consultation with the Chairperson and Minister/Ministry Leader
* Record keeping of all meetings of the Church Council.
* Take accurate minutes of meetings and distribute them in a timely manner
* Maintain an official minute book or digital record of all meetings

Correspondence

* Handle all incoming and outgoing correspondence
* Maintain communication with the Presbytery and Synod offices as required

Record Keeping

* Keep accurate and up-to-date records of church council membership, congregation rolls, and important documentation
* Ensure safe storage of legal documents, property records, and other confidential information

Compliance and Reporting

* Assist in ensuring compliance with UCA policies and government requirements (e.g. Culture of Safety, Working with Children Checks)
* Submit required reports to the Presbytery or Synod as needed

Congregational Communication

* Help facilitate communication between the Church Council, congregation members, and wider church bodies
* Circulate notices, newsletters, and other information as appropriate

Support Role

* Work collaboratively with the Minister and Chairperson to support the mission and governance of the congregation
* Provide administrative support for congregational activities and events