Presbytery of Southern SA
Position Description - Secretary of the Presbytery

This position is an appointment of the Presbytery under Regulation 3.6.2. The secretary shall be a confirmed member of the Church. The appointment will be made on a 0.5 FTE basis for a three year contract 2027-2029 at terms and conditions agreed with the Synod of SA.

The Secretary of the Presbytery performs a key leadership role within the Presbytery in terms of general administration, communication, and administrative support for staff and key committees.

This involves

- Assisting the Presbytery Chairperson in conducting the work of the Presbytery and Standing Committee, including their meeting agendas, minutes and correspondence
- Assisting the Chairperson of the Pastoral Relations Committee in conducting the work of the Committee, including its meeting agendas, minutes and correspondence
- Assisting Presbytery office-bearers and staff by keeping central records of presbytery correspondence, projects, and other information relevant to Presbytery work
- Co-ordinating Presbytery communication with members, ministers and congregations
- Co-ordinating the Presbytery website and social media through the Communications Team
- Providing a point of Presbytery contact for Synod, Assembly, presbyteries and other bodies
- Clearly articulating the vision, mission and values of the Presbytery in communications

The Secretary is responsible to the Presbytery through the Chairperson of the Standing Committee.

The secretary is a non-voting member of the Standing Committee and the Pastoral Relations Committee, and assists those committees in the performance of their respective tasks.

The secretary convenes the Communications Team or works alongside the Convenor (if appointed by the Standing Committee)

The secretary is responsible for the following tasks:

Part 1 ("Executive" functions)

- Attending to correspondence on behalf of the Presbytery and its Standing Committee, including advising all relevant parties of Presbytery and Standing Committee decisions

- In consultation with the Chairpersons, preparing the agendas and distributing reports for meetings of the Standing Committee, the Presbytery, and the Pastoral Relations Committee
- Preparing the official copy of the minutes of meetings of the Presbytery, Standing Committee and Pastoral Relations Committee
- Working with the Chairpersons to ensure follow through of decisions made by the Presbytery and its Committees
- Working with the Communications Team to develop and maintain the presbytery website, to manage its social media, and to develop and maintain a presbytery newsletter
- Providing accurate, timely, relevant and transparent communication to members and congregations of the Presbytery
- Furnishing reports to the Synod and other Councils of the Church, as required

Part 2 (Administrative functions)

- Preparing notices or announcements on behalf of the Chairpersons and Presbytery staff when needed
- Holding and maintaining the official documents and records of the Presbytery, including the roll of the Presbytery
- Receiving and tabulating responses to invitations to events, as required
- Co-ordinating event arrangements as required, including venue and catering arrangements
- Maintaining databases necessary to enable communication
- Preparing the first draft of minutes of meetings named above.

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