



SC SYNOD VICE PRESIDENT ROLE DESCRIPTION

The South Carolina Synod Constitution states that a layperson who is a voting member of a congregation anywhere within the Synod will be elected at Synod Assembly to chair the Synod Council for a six-year term, and shall not receive a salary for the performance of their duties. The Vice President is the highest elected lay position in our synodical structure.

SYNOD VICE PRESIDENT QUALIFICATIONS:

- A committed, active member of an Evangelical Lutheran Church in America (ELCA) congregation, with a healthy spiritual life, and a strong understanding of the ELCA's teachings and structure.
- Demonstrated leadership skills in a church setting, including experience in facilitating meetings and consensus building.
- Willingness to prepare for, support or lead, and fully participate in Synod meetings and events.
- Excellent verbal and written communication skills to effectively convey information and engage with diverse audiences in an approachable manner.
- Ability to think critically, navigate complex situations, address problems, and resolve conflicts constructively within the church community.
- Ability to avoid ethical conflicts of interest and keep the focus on making decisions that support the mission of the Synod.

SYNOD VICE PRESIDENT PRIMARY RESPONSIBILITIES:

- **Provide Leadership and Chair Meetings:** As Chair, provide efficient agenda management, encourage thoughtful discussions among Council members, facilitate effective decision-making, and offer a balance of spiritual and business matters in the four annual Synod Council meetings. Special meetings may be called for occasional pressing matters that cannot wait until the next meeting. Preside over Executive Committee meetings two weeks before each Synod Council meeting, with the Synod Officers and two lay Council members. Assist Synod Committees as requested.
- **Represent the Synod:** Serve as a representative of the Synod, attending and speaking at in-person and online events for Synod and Partner events, and serving on ELCA committees.
- **Participate in Churchwide Programming:** Attend annual training for Synod Vice Presidents provided by Churchwide and monthly training calls with other Synod Vice Presidents. Attend triennial Churchwide Assembly.
- **Collaborate with Synod leaders:** Work closely with the Synod Bishop, Synod Council members, and Synod staff to promote the Synod's mission and vision statements. Train new Synod Council members annually. Seek to ensure all Synod committees are meeting and reporting back to the Synod Council.
- **Communicate with the Synod:** Write a report prior to each annual Synod Assembly and verbally address the assembly. Occasionally write Synod e-news articles and record videos for Synod publications. Maintain effective communication between themselves, the Synod Bishop, Synod Officers, and Synod Council.

Each Vice President has brought their own particular skills, interpretation, and embodiment to this role. We look forward to embracing the unique gifts our next Vice President brings as well.