

Wait, I Have More to Do After the Synod Assembly than Write Minutes?

We're afraid so. Your responsibilities as synod secretary following the Synod Assembly do include more than compiling the minutes.

Following the Synod Assembly, you have **three** responsibilities to the churchwide organization (sometimes with the help of a staff person in your synod office):

- submitting the Report of Synod Assembly Actions—including the full text of memorials, resolutions, and amendments to the synod constitution adopted by the Synod Assembly,
- sharing Synod Assembly minutes with the churchwide organization, and
- updating the synod constitution and sending updated copies of the synod constitution to the Office of the Secretary and the ELCA Archives.

Reporting Synod Assembly actions

Synod Assembly actions are reported using the following link: [Report of Synod Assembly Actions](#).

To complete the Report of Synod Assembly Actions, you WILL need:

- the start date of the Synod Assembly, the name of your synod, and your contact information.
- the following information for each officer (if any) elected by the Synod Assembly:
 - the name of the person elected.
 - the date on which the term of the person who was elected will begin.
 - the term of the person who was elected. (How many years will the person hold the office?)
 - contact information for the person who was elected (at least email and phone number).
- the full text of all memorials and/or resolutions passed by the Synod Assembly.
- the exact wording of all changes to your synod constitution that were approved by the Synod Assembly.

You WILL NOT need:

- the full minutes of the Synod Assembly. There is no reason to wait to submit the report until after you have completed the Synod Assembly minutes.
- the text of all actions approved by the Synod Assembly. **Only amendments to the synod constitution and memorials/resolutions requesting action by the Churchwide Assembly or the Church Council are needed for the report.**

Sharing Synod Assembly minutes with the churchwide organization

After you have completed the Synod Assembly minutes, a copy of the minutes should be uploaded to the Synod Online Digital Archives (SODA) accessible through the [ELCA Community website](#). If you need assistance with SODA or the ELCA Community website, please contact Cathy Lundeen at Catherine.lundeen@elca.org.

Updating the Synod Constitution

Any changes to the synod constitution approved by the Synod Assembly should be entered into the synod constitution as soon as possible. After the synod constitution has been updated, two copies of the synod constitution should be sent to the churchwide organization.

- One copy of the updated synod constitution should be sent to the Office of the Secretary using the following email: daniel.eppley@elca.org.
- One copy of the updated synod constitution should be uploaded to the Synod Online Digital Archives (SODA), accessible through the [ELCA Community website](#). If you need assistance with SODA or the ELCA Community website, please contact Cathy Lundeen at catherine.lundeen@elca.org.