



# **Southeastern Synod**

## **Evangelical Lutheran Church in America**

God's work. Our hands.

### **Report to the Synod Council – September, 2018**

*Ms. Carolyn Nottingham Davis*

*Executive Assistant to the Bishop and Communications Support Specialist*

I continue to contribute to the work of the synod staff as follows:

- Manage incoming calls, mail, calendar and travel arrangements for Bishop Gordy.
- Publish e-news, special event e-news, blogs and other electronic communications, periodic ordination and installation invitations, and Prayers, Please as needed.
- Update and maintain the synod website.
- Foster social networking activity via Facebook and Twitter.
- Maintain the synod database, as well as provide notification to church-wide; i.e., address changes, changes in rostered status, etc.
- Establish audio/video conference calls and lodging as needed for staff members, ministry teams, candidacy, synod council and visitors to the synod office.
- Serve as the synod liaison to the Women of the ELCA.

Since Synod Assembly I have spent time handling post-Assembly activities to include submitting a summary to Living Lutheran, reconciling and submitting invoices for payment, and analyzing the Assembly feedback, providing recommendations as appropriate.

I continue to work on refining the new synod database and website, while encouraging congregations and ministry teams to submit Photos/Stories of Inspiration using the link at the bottom of the home page.

Last, I have been assisting where I can while Michelle has been on sabbatical and am in preparation for assuming some of Jeanette's responsibilities during the latter part of the year while she is on sabbatical.