



Southeastern Synod

Evangelical Lutheran Church in America

God's work. Our hands.

Report to the Synod Council – January, 2019

Ms. Carolyn Nottingham Davis

Executive Assistant to the Bishop and Synod Communicator

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.

During the 4th quarter of 2018, I served as the synod coordinator for Mobility and the Call Process while Deacon Jeanette Burgess was on sabbatical.