

## **Report to the Southeastern Synod Council September, 2019**

*Ms. Carolyn Nottingham Davis  
Executive Assistant to the Bishop*

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 Enews, blogs and other electronic communications, periodic ordination and installation invitations, and Prayers, Please as needed.
- Update and maintain the synod website.
- Maintain synod information files and congregational files.
- Foster social networking activity via Facebook and Twitter.
- Maintain the synod database, as well as provide notification to churchwide; 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.
- Assist in the planning, logistics and registration for the 2019 Leadership Convocation

In addition to the duties above, I have provided support to Bishop-Elect Strickland in scheduling appointments and travel arrangements, and assisting as needed with his transition and installation plans.

My sincere thanks to So you who have prayed for the synod, the bishop, the staff and for me.