

REPORT OF THE SYNOD SECRETARY

I am so honored to serve as your Synod Secretary. I am grateful to be able to serve the congregations of Southeast Michigan.

During the preceding year, I have performed the office of Synod Secretary as outlined in the Synod Constitution. Including in those duties are assisting in the printing and distribution of the minutes of the Synod Assembly, keeping the minutes of all Synod Council meetings and all Synod Executive Committee meetings. In consultation with the Office of the Secretary of the ELCA, I have kept up to date the Synod Constitution and Bylaws and provided for all necessary amendments, including those approved at the 2022 Churchwide Assembly. I have worked with Synod staff in the compilation and organization of all important documents and papers and provided for storage and archiving of appropriate documents. I have also given proper notice of all meetings as required by the Constitution and Bylaws and have made arrangements for the taking and distribution of minutes of this assembly.

As Chairman of the Synod Constitution Review Committee, I have reviewed the Constitutions of many congregations of this Synod at their request to insure they follow the requirements of the ELCA and assisted them with the revision process. I have met with congregational leaders to offer suggestions regarding the best practice in updating their constitution. The Synod Constitution Review Committee has also worked to update the Constitution of the Southeast Michigan Synod to reduce typographical errors and to ensure the constitution is in alignment

with current practices. Additionally, I have answered questions from many congregations regarding their constitution and other legal matters. I have also spent, together with the rest of the Executive Committee, significant time in going over the Synod financial statements, and assisting in the development of a plan of spending for the future.

Respectfully submitted,

Sonja M. Markwart, Secretary

3/22/2023