

REFORM FAMILY FORUM GENERAL SECRETARIES GUIDE

Key performance areas

- Administration – financial budget, human resource, church assets/records.
- Executive officer responsible for daily routines of the church.
- Coordinates different departments.
- Responsible for Communication.
- Spearheads the vision of the Church (brand ambassador)
- Responsible for ecumenical relationships.
- Facilitate Pastoral environment.

Don'ts

- Not Over control but rather facilitate.
- Think out work/ or create an necessary work.
- Manipulate/be careful of promoting own agenda.
- Not personalize on church issues.
- Do not burn out but balance your life.
- Remember that we are not the saviour/general manager of the universe.

Detailed Description of the above key performance areas of the General Secretaries

- Execute the decision of the General Synod or Council and Executive Committee/ Council.
- Executive Officer of the church.
- Head of the secretariat.
- Church Ecumenical relation officer.
- Attend the management meeting (composed of Head of church institutions).
- Prepare and present the secretariat/executive committee report to the General Synod.
- Sits in the Executive Committee as the ex-officio member.
- Linkage of the church nationally.

- Coordinate and enhances church work at the synod level.
- Custodian of the church assets/ Property.
- Responsible for keeping and administration of church records
- Monitors and manages the church budget.
- Works closely with the Synod Moderator who is the supervisor.
- Responsible for administration of the church funds.
- Prepares a press statements/speak on radio on behalf of the church/in some churches, this is the preserve of the Synod Moderator as trustee.
- In supervisor of all the departments of the church/synod.
- Coordinates biannual pastor's conferences for theological reflection.
- The head of church programs.
- In charge of human resource of the church, advertise positions, plan interview schedules, recruitment and inducting of workers of the church.
- Responsible for needed policies and implements after the vetting and approval of the same.
- Scouts and recommends Board members through the Presbyteries to the Synodical Committee and Leadership.
- H/she is the convener on State and Non State Actors' engagement such as on issues of Pastoral letters.
- He/she is the liaison link for capacity building of Ministers in terms of scholarships and in service training.
- Coordinates research on topics that are relevant to the church.
- Responding to enquiries of the church's stand on challenging topics.
- Coordinates task teams and monitoring their progress on core business.
- Responsible for the personnel of the office in terms of contracts and other labour issues.
- Responsible for the condition of buildings and other fixed assets of the office.
- Prepare handover notes when the term of office expires.
- Adhering to the transitioning process of the office.
- Information dissemination to the whole church.
- Represent the church both locally and internationally as approved by the Synod Executive.
- Custodian of the church workers personal files.

- He/she advises the different commissions of the church on the role they can play in enhancing the church work.