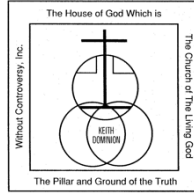


# NORTH CAROLINA DIOCESE

# MEMO



## FOR INTERNAL USE ONLY

To: North Carolina Diocese-at-Large

From: Bishop Charlene M. Jamison, Jurisdictional Prelate

Date: Monday, October 7, 2024

Re: Executive Assistant & Personal Secretary to the Jurisdictional Prelate Defined

*Bishop Charlene M. Jamison*  
 Executive Assistant & Personal Secretary  
 Document Approved for Distribution on 10/7/24

### EXECUTIVE ASSISTANT AND PERSONAL SECRETARY TO THE JURISDICTIONAL PRELATE

**INTRODUCTION:** The Executive Assistant and Personal Secretary to the Jurisdictional Prelate serves as the primary administrative and communications officer for the Bishop's office, ensuring that all spiritual, organizational, and operational responsibilities are carried out with excellence, accuracy, and confidentiality. This role functions as the central hub for scheduling, correspondence, documentation, and executive coordination, representing the Bishop's standards and voice with integrity. The position requires exceptional professionalism, discretion, and spiritual maturity, as well as the ability to manage complex responsibilities while upholding the dignity and order of the Bishop's office. **The role of the Executive Assistant does not carry authority over, nor does it supersede, any individual appointed to serve within the jurisdiction.** The Executive Assistant serves at the pleasure of the Jurisdictional Prelate and is authorized to operate only in the capacities expressly directed by the Jurisdictional Prelate. Any position held within the diocese is done so, by direct order of the Jurisdictional Prelate and shall not supersede, any individual appointed to serve within the jurisdiction.

**DEFINITION OF THE EXECUTIVE ASSISTANT TO THE JURISDICTIONAL PRELATE:** The Executive Assistant to the Jurisdictional Prelate is responsible for aiding the Jurisdictional Prelate in mission, strategy, and operational performance of the office, providing high-level leadership that shapes policy, resource allocation, and long-term objectives. This role oversees major functions and personnel, ensures compliance with organizational and regulatory standards, and maintains accountability across all areas of operation. Executives communicate institutional priorities, represent the organization in official capacities, and cultivate relationships that support strategic goals. They steward financial and human resources, evaluate organizational needs, and authorize actions that advance the institution's mission. Through their leadership, they establish the tone for professionalism, ethics, and organizational culture.

An Executive Assistant operates in direct support of this executive function, ensuring the orderly, efficient, and confidential execution of administrative and communication responsibilities. The Executive Assistant manages schedules, correspondence, documentation, and workflow processes that enable the executive to function at a strategic level. This role coordinates information, prepares materials, facilitates communication between the executive and internal or external stakeholders, and ensures that directives are accurately implemented. While the Executive Assistant supports executive operations, the position does not possess independent authority and does not supersede or assume the responsibilities of any organizational leader. Instead, it strengthens executive effectiveness by maintaining structure, clarity, and continuity within the executive office.

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Bishop Dr. Clary K. Butler, Sr., Chief Overseer & Senior Bishop || Bishop Charlene M. Jamison, Jurisdictional Prelate || Tr. Bishop Mary Leiby, Assistant Bishop  
 Reverend Carol Jessup, State Secretary || Reverend Dr. D. Devon Griffin, Executive Assistant & Personal Secretary to the Jurisdictional Prelate

**EXECUTIVE ADMINISTRATIVE SUPPORT:** The Executive Assistant manages the Bishop's daily, weekly, and long-range calendar, coordinates appointments, travel, and ministry engagements, and organizes designated incoming communication with discernment and priority. The Executive Administrative Assistant does not, at any time, speak for the Jurisdictional Prelate, but renders statements only as approved by the Jurisdictional Prelate. The Executive Administrator to the Jurisdictional Prelate operates under strict guidelines of confidentiality and is expected to handle all information with the highest level of discretion and professionalism. Responsibilities include preparing agendas, briefing materials, and follow-up documentation for meetings, while maintaining accurate records, files, and archives. This role ensures that the Bishop's administrative flow remains organized, efficient, and aligned with jurisdictional expectations.

**COMMUNICATION AND CORRESPONDENCE:** The Executive Assistant edits and distributes official letters, statements, and ministry communications on behalf of the Bishop, ensuring that every message reflects the Bishop's tone, standards, and expectations. This role serves as a liaison to pastors, elders, department leaders, and external partners, managing communication with professionalism and confidentiality. Sensitive information is handled with the highest level of discretion, and all correspondence is executed with clarity, accuracy, and respect.

**COORDINATION OF JURISDICTIONAL OPERATIONS:** The Executive Assistant supports the planning and execution of jurisdictional events, convocations, conferences, assemblies, and administrative meetings by working closely with officers, department heads, and committee chairs. This includes tracking deadlines, gathering required documentation, and ensuring that all operational details are completed in a timely and organized manner. The role strengthens the overall flow of jurisdictional work by maintaining structure, accountability, and consistent communication across departments.

**DOCUMENT AND RECORDS MANAGEMENT:** The Executive Assistant maintains updated rosters, directories, and official jurisdictional records, ensuring that all documents are accurate, properly formatted, and stored according to established standards. This includes preparing minutes, summaries, and action items from executive meetings, as well as managing archives and essential files. The role safeguards the integrity and accessibility of all documentation connected to the Office of the Jurisdictional Bishop.

**REPRESENTATION OF THE BISHOP'S OFFICE:** The Executive Assistant represents the Bishop's office with professionalism, hospitality, and respect, greeting guests, clergy, and dignitaries in a manner that reflects the Bishop's values and expectations. This role often serves as the Bishop's voice in preliminary conversations, scheduling matters, and administrative follow-ups, ensuring that every interaction upholds the dignity and excellence of the office. The Executive Assistant embodies the standards, order, and grace expected of those who serve in leadership.

**STRATEGIC AND MINISTRY SUPPORT:** The Executive Assistant provides strategic support by assisting the Bishop with sermons, presentations, reports, and ministry materials as requested. This includes coordinating special projects, initiatives, and jurisdictional priorities, as well as offering research, summaries, and administrative insight to support informed decision-making. The role strengthens the Bishop's ability to lead effectively by ensuring that all preparatory and supportive tasks are completed with excellence.

**DEFINITION OF THE PERSONAL SECRETARY TO THE JURISDICTIONAL PRELATE:** The Personal Secretary to the Jurisdictional Prelate provides direct clerical, administrative, and organizational support to ensure the Bishop's personal and ministerial responsibilities are executed with precision and order. This role focuses on managing the Bishop's personal correspondence, document preparation, scheduling assistance, and day-to-day administrative needs. The Personal Secretary upholds the highest standards of professionalism, confidentiality, and respect, ensuring that all tasks are completed in a manner that reflects the dignity and

expectations of the Bishop's office. The Personal Secretary operates strictly under the direction of the Jurisdictional Prelate and does not possess authority over any appointed individual within the jurisdiction. The Personal Secretary serves at the pleasure of the Jurisdictional Prelate and is authorized to operate only in the capacities expressly directed by the Jurisdictional Prelate. Any position held within the diocese is done so, by direct order of the Jurisdictional Prelate and shall not supersede, any individual appointed to serve within the jurisdiction.

**DUTIES AND RESPONSIBILITIES:** The Personal Secretary prepares, organizes, and maintains the Bishop's personal and ministerial documents, including letters, notes, files, and confidential materials. This role assists with managing personal scheduling requests, coordinating communication, and ensuring that all written and administrative tasks are completed accurately and in a timely manner. The Personal Secretary handles incoming and outgoing correspondence, maintains orderly filing systems, and ensures that all documents are properly formatted and preserved. Additional responsibilities include supporting the Bishop during travel, meetings, and ministry engagements by preparing necessary materials and ensuring logistical readiness. The Personal Secretary is expected to maintain strict confidentiality, demonstrate impeccable attention to detail, and carry out all duties with professionalism, discretion, and respect for the authority and office of the Jurisdictional Prelate.

**CONFIDENTIALITY AND ETHICAL CONDUCT:** The Executive Assistant and Personal Secretary wholly protects sensitive information related to clergy, members, finances, and jurisdictional matters, demonstrating impeccable integrity, emotional maturity, and sound judgment. Every action is guided by ethical conduct, respect for privacy, and alignment with the Bishop's vision and the church's doctrine. The role requires unwavering discretion and a commitment to maintaining the trust placed in the Office of the Bishop.

If the Executive Assistant fails to uphold the integrity, confidentiality, and ethical standards required of this office, the Executive Assistant shall be called into review by the Jurisdictional Prelate, along with any individuals deemed necessary to properly assess and remedy the matter. Such a review may result in corrective action, reassignment of duties, or any other measures the Jurisdictional Prelate determines appropriate to preserve the dignity and trust of the Bishop's office.

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- The End

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