

JOB TITLE: Administrative Assistant

DEPARTMENT: Ministry Support

REPORTS TO: Administrator

REVISION DATE: 10/2026

JOB SUMMARY: The Administrative Assistant for Nazareth Evangelical Lutheran Church is expected to answer and direct all incoming telephone calls and politely assist visitors. This position will maintain membership records, collaborate with the pastors and staff on various communication and administrative projects and other administrative needs within the church. The Administrative Assistant adheres to NELC's performance expectations as outlined in the NELC Employee Handbook and performs all defined services and other related duties in accordance with the Confession of Faith and with the mission, vision and values of the church described in the NELC By-Laws.

PREREQUISITE QUALIFICATIONS:

- A. Education: Minimum of one year post high school training.
- B. Experience: Minimum of six months administrative, clerical, or equivalent work experience.
- C. Skills, Knowledge, and Abilities: Strong verbal and written communication skills. Working knowledge of Microsoft Office Suite, Google Drive Apps, Excel, and general database management.

SPIRITUAL

- Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
- Strive to show by example the importance of the spiritual disciplines of worship, Scripture memorization, Bible study, prayer, witnessing, and Christian fellowship.
- Understand and agree with NELC's Confession of Faith, Speaking the Truth in Love document, and mission.

BASIC QUALIFICATIONS

- Have a personal relationship with Jesus Christ.
- Be committed to furthering NELC's mission as a faith-based ministry.
- Agree to uphold the Confession of Faith as described in the NELC By-Laws.
- Be willing to submit to and honor the standards and expectations outlined in the NELC Employee Handbook.

DUTIES, TASKS, RESPONSIBILITIES:

A. Manage Daily Office Tasks

- Answers incoming telephone calls on multi-line system, directs calls and takes/delivers messages in a timely manner as needed.

- Courteously assist visitors by referring them to and/or escorting them to appropriate departments or individuals for help, informing a staff member of the visitor's arrival, or by accepting package, envelope, etc. for staff members.
- Provides support and assistance with major administrative projects/initiatives.
- Collaborates with pastors and staff for specific print jobs as needed.
- Prepares Welcome Desk for Sunday morning.

B. Maintains Membership and Annual Meeting Records.

- Coordinates, maintains, and updates files, records, reports, and confidential materials.
- Compiles necessary data for the completion of reports, lists, labels, and records (annual reports, church membership directories, etc.)
- Prepares forms for baptism, weddings, funerals and communicates appropriately.
- Communicates to churches to complete transfers into and out of Nazareth.
- Performs annual year-end processes in membership software.
- Posts weekly attendance information.

C. Supports the Nazareth Food Pantry

- Serves as the back up coordinator to the Food Pantry for as needed.
- Distributes to walk-in clients and clients who are scheduled through Love INC as needed.
- Visits with and willing to pray with clients as needed.

D. Communication

- Maintains open communication with NELC Congregational Leaders.
- Regularly communicates with all NELC Ministry Teams as needed.
- Attends staff meetings and coordinates activities with other staff as required in performance of other assigned responsibilities.
- Effectively communicates pertinent information in timely manner.

E. Adhere to all safety policies and procedures

- Maintains a safe working environment and practices safe working habits.
- Knows and can demonstrate emergency procedures for fire disaster, tornado, and other emergency situations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.