

JOB TITLE: Executive Secretary

DEPARTMENT: Ministry Support

REPORTS TO: Administrator

REVISION DATE: 2/23

JOB SUMMARY: The Executive Secretary provides administrative clerical support for the Pastors and Administrator and other staff as needed. Executive Secretary schedules meetings, activities, and events as needed, and works with the Facility Director to get dates on Planning Center. Adheres to Nazareth Lutheran Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

PREREQUISITE QUALIFICATIONS:

- A. Education: Associates Degree in Communications, Office Management, Business or related field preferred.
- B. Experience: Minimum of 4 years office experience.

DUTIES, TASKS, RESPONSIBILITIES:

- A. Attend to personal spiritual growth.
 - Models biblical principles of spiritual leadership and discipleship in the context of relational interactions and the performance of job responsibilities.
 - Supports and participates in furthering the mission of NELC and its ministries with a strong commitment to a Lutheran theological perspective rooted in grace.
 - Commits to ongoing learning and openness to the Spirit's leading and direction for ministry.
 - Committed disciple and evangelical follower of Christ. Has an authentic and growing relationship with Jesus.
- B. Composes and edits written material.
 - Drafts letters, agendas, minutes, policies and various correspondences.
 - Edits for spelling, grammar and punctuation.
 - Assures documents are formatted and have a professional presentation.
 - High degree of verbal and written skills.
- C. Performs special projects.
 - Provides administrative support for projects and initiatives.
 - Researches and identifies next steps.
 - Ensures project is completed and summarized as appropriate.
 - Provides Administrative support for conferences such as: Right Now Media, and Global Leadership summit.
 - Runs background checks through Protect My Ministry as directed.
 - Orders Easter and Christmas flowers for the Worship Center through Bancroft Florist.
 - Communicates with the Communication Director for any special announcements in the weekly Newsletter; edits newsletter and other materials as needed.
 - Types the Annual Report and prepares it for printing for the Annual Meeting scheduled for the last Sunday of January.
- D. Provides support to Church Council and committees.
 - Attends designated meetings and records minutes, if necessary.
 - Provides coordination/communication link to Church Council.

- E. Provides support to Senior Pastor, Associate Pastor(s) and Administrator.
 - Maintains calendar.
 - Maintains understanding of current schedule and responsibilities.
 - Anticipates needs and offers viable solutions.
 - Serves as a resource to others.

- F. Schedules weddings at Nazareth and works closely with and supervises wedding coordinators.
 - Provides support for Pastors as needed for weddings, schedules meetings with couples.
 - Collects wedding fees from couples.
 - Runs reports on PrepareEnrich Assessments and Strengthfinders.
 - Schedules and coordinates the Marriage Retreat once a year, making sure program is set, speakers confirmed, and meals reserved. (Retreat usually 3rd week in January)

- G. Schedules meetings, activities and events on Planning Center in coordination with the Facility Director.

- H. Ensures efficient operation of office.
 - Schedules/coordinates such activities as meetings, volunteers, events, travel arrangements, facility and equipment use.
 - Provides support and assistance with major projects/initiatives.

- I. Provides customer service to both internal and external customers.
 - Ensures that follow-up services are provided in a timely manner.
 - Ensures that messages reach appropriate parties on a timely basis.
 - Anticipates potential problems and helps resolve issues.
 - Provides education to others on policies and procedures.
 - Identifies patterns and concerns and relays to appropriate individual.
 - Utilizes volunteers and ensures their work experience is satisfying, that they are well informed, properly scheduled and have necessary materials available.

- J. Prepares correspondence and various forms.
 - Types such correspondence as letters, memos, and reports.
 - Submits year-end report to the Synod Office.
 - Prepares, types, and/or distributes such items as minutes, agendas.

- K. Adheres to all safety policies.
 - Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.
 - Maintains a safe working environment and practices safe working habits.

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.

Signed

Date

MISSION

Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.

VISION

"Getting Our Hands Dirty for the Cause of Christ!"

VALUES

