



Winter/Spring 2022

Thank you for your interest in the **Church Administrator** position at Excelsior Covenant Church. This is 2/3-time position for the administrative support of staff and congregation. The Administrator is responsible for the development, implementation and execution of support systems, managing the business affairs of the church, coordinating facility use and overseeing facilities and communications.

We seek to fill this position soon, but the start date may be negotiable.

In this enclosed/attached packet, you will find the following material:

General Information about ECC
Church Administrator Job Description

In applying for this position, please include:

- ☐ Cover letter stating your reason(s) for applying for this position
- ☐ Résumé, including a comprehensive list of past/current ministry experience
- ☐ List of five (5) character references with contact info (no relatives, please)
- ☐ Brief narrative (no longer than two pages) of your faith story

Please return the above documents by email to: eric@excelcov.org

Or by mail to: Church Administrator Search Committee
Excelsior Covenant Church
19955 Excelsior Boulevard
Excelsior, MN 55331

Submissions must be received no later than **April 1, 2022**

Interviews may be scheduled any time upon receipt of resumes.

All applicants shall agree to the completion of a background check prior to an interview.

Again, thank you for your prayerful consideration of this position.

Grace and peace,

Church Administrator Search Committee