



GRACE PRESBYTERIAN CHURCH

March 18, 2022

Church Executive Administrator Proposed Key Qualifications

The ideal candidate:

1. Leads a godly life and has a spiritually healthy family;
2. Is a member or is willing to join Grace Presbyterian Church;
3. Is a gifted manager who has successful experience managing people (church management experience would be ideal);
4. Competent to manage areas of finance, accounting, HR, property management, office management, IT, and business law;
5. Is an effective principled decision-maker with the necessary flexibility to collaborate effectively with the team;