

April 17, 2024

Dear Candidate,

It is our pleasure to welcome you as you investigate the Church Administrator position at East Cobb Presbyterian Church (ECPC). We encourage all candidates to review the church's web page, www.eastcobbpres.org, to get to know who we are as a church family. We are a loving church family that is committed to the ministry of the Scriptures, mutual growth in grace, and faithful service to our community. We are a member church of the Presbyterian Church in America and have been since our founding.

We believe that we offer a stable and encouraging work environment. Our staff has a strong team approach where every staff member is valued, listened to, and supported. Our retiring Church Administrator is a testimony to this reality. She is retiring after almost fourteen years in this position and another nine years working in Children's Ministries.

As you investigate this position, please feel free to reach out with any questions that you might have to Jordan Ross, Executive Director, Jordan@eastcobbpres.org.

If you would like to apply, please submit to Jordan Ross your resume' with a cover-letter introducing us to yourself.

Thank you for your interest in this ministry position.

Pastor Tim Locke