

April 2, 2024

Kirk of the Hills Presbyterian Church
St. Louis, MO

Seeking: Executive Administrator

The Session of the Kirk of the Hills, along with a team of church members, is working earnestly and prayerfully to find a new addition to our senior staff team. We are a church of roughly 800 members that also operates a school of roughly 320 students. We are experiencing a sweet season of peace among our congregation and leadership. There is a tangible sense of excitement in our hallways about the mission God has called us to and the future He is laying out for us and our city. Ministry activity is buzzing in our building seven days a week.

Our current Executive Administrator has served the Kirk with great skill and care for eight years but will be moving into retirement this summer. We need someone who relishes the opportunity to work closely with our Senior Pastor and staff to offer executive management of our sizeable leadership team, facility, budget, and schedule. We are open to ordained applicants with a ministry background or to non-ordained applicants with a corporate background. Please see the job description, attached, for a detailed explanation of the role.

In order for us to better understand your experience, passions and gifts, please apply by sending the following information in an email to applications@thekirk.org:

- Your resume
- Your Ministerial Data Form (MDF) if applying as a Teaching Elder
- A brief letter outlining your initial assessment of appropriate “fit” for this role
- Any other information that you believe would be helpful for us to know

Thank you for considering this opportunity. We look forward to hearing from you.

Grace and peace,

The Kirk of the Hills Search Team