

Thank you for applying for the position of All-Site Executive Administrator at Madison Church. As part of our review process we’d like to invite you to answer these questions. Please send your responses to [apply@madisonsquarechurch.org](mailto:apply@madisonsquarechurch.org) along with your resume and cover letter.

**Faith / Calling**

We believe that we are saved by grace through faith to do good works that God has prepared in advance for us to do (Ephesians 2). What is your personal sense of God’s calling in your life and how do you see Madison fitting into this sense of call?

**Experience / Expertise**

* Madison implements its mission by being a multisite church.  What experience and/or expertise in complex organizational structure do you bring to the table?
* In what ways have you provided leadership in strategic planning?
* This position is framed around: administrative leadership, human resources, and finance.  Describe how you have had an active role in designing and / or implementing policies and procedures in these three areas.

**Equity / Justice / Race and Reconciliation**

One of our shared [values](https://www.madisonsquarechurch.org/shared-values/) is racial reconciliation with justice.  Where in Scripture do you see basis for racial reconciliation and how would you promote this as Executive Administrator?