



Opportunity to Serve

Listing 200803A

1. Organization:

Church or Ministry Name: Grace and Peace Fellowship
Location: St. Louis, MO
Church Contact: Rev. Timothy Peace LeCroy
Website: www.graceandpeacefellowship.org



2. Opportunity:

Job Title: Bookkeeper
Job Description: Work with our office administrator and church treasurer to record all income and expenses for the church; process payroll; prepare reports for Session and congregation; work with office administrator and treasurer to pay all reimbursement requests; other financial related tasks.
Paid or Volunteer: Volunteer with strong possibility of stipend.
Housing: None.
Special Qualifications: Experience with Quicken or other accounting software. Experience with keeping church books strongly desired.
Hours per Week: 5-10
Worksite Location (in person, virtual, etc.): Virtual
Expected Length of Need: Indefinite

3. Contact Information:

The following person may be contacted to find out more about this opportunity to serve.

Name: Sherry Lanier
Title: MNA SecondCareer Facilitator
Email: slanier@pcanet.org
Phone: 678-294-3012

4. About the Ministry:

Here is a brief paragraph (120 words) describing the church or ministry to be served (size, demographics, year started, etc.).

Grace and Peace is a 50-year-old PCA congregation in the city of St. Louis. We have a strong history of ministry to the poor in our area, operating a food pantry, a homeless shelter, and other diaconal assistance. As a urban church there is a great ministry need and limited financial resources.

Please be advised that opportunity listings are based on information provided by the church or ministry seeking help. MNA lists these opportunities as a service to PCA ministries and individuals, but makes no representation as to the accuracy, suitability, or availability of the opportunity and does not assess the suitability or qualifications of any participants.

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