

Director of Ministries Job Description

Mission Statement of PRBC: Park River Bible Camp is a camp and retreat ministry for all ages that encourages a faith relationship with Jesus Christ through Bible study, worship, music and fellowship.

Purpose and Statement of Faith of PRBC: The purpose of the Park River Lutheran Bible Camp corporation, shall be to establish and maintain a camping retreat and outdoor ministry program which shall be in harmony with the Christian faith in hope that people will be brought to a saving faith in Jesus Christ; and to promote Bible study, worship, and fellowship that believers be edified and better equipped for Christian service. This purpose will be carried out in the belief that the Holy Scriptures are the only source and rule of faith, doctrine, and life. The camp's teachings and programs shall be consistent with the Apostolic, Nicene, and Athanasian creeds and with the unaltered Augsburg Confession and Luther's Small Catechism.

Strategic Goals:

- Deepen current relationships and establish new relationships with Lutheran churches and other partner churches in the surrounding area, other partners and the local community.
- Anticipate and support the changing needs of the Church by offering meaningful programs to nurture and support the Christian faith.
- Develop and maintain professional staff and volunteers to support our mission and programming.
- Provide financial insight and leadership for current and future ministry opportunities.
- Maintain, enhance and expand facilities to meet program needs.

Areas of Responsibility

- Church and community relations
- Administration and personnel management
- Strategic planning
- Financial development
- Program leadership
- Board/committee relations

Job Relation: Accountable to the Park River Bible Camp Board of Directors and their shared ministry relationship with our member congregations and the Eastern North Dakota Synod of the Evangelical Lutheran Church in America.

Professional Qualifications:

- Bachelor's degree is required. Must be computer-literate. Ability to obtain and/or maintain a valid North Dakota driver's license in good standing.
- Experience working in a camp setting or related church setting with youth and families is expected.
- Experience in administration and the supervision of a multi-person staff.
- Seminary training from a Lutheran seminary preferred

- Knowledge or education in specific areas relevant to PRBC operations such as: human resources, education and program development, fundraising, accounting, and outdoor ministry is desirable.

Personal Qualifications

- Individual must have a strong personal faith in Jesus Christ as Lord and Savior and a personal commitment to grow in his or her faith.
- A qualified candidate will share a commitment to Jesus Christ, the Word through whom everything was made, and through whose life, death and resurrection God fashions a new creation.
- A qualified candidate will share an understanding of the Lutheran teachings, have experience in the E.L.C.A. and those represented in the corporate congregational membership of Park River Bible Camp
- Individual will hold the canonical Scriptures of the Old and New Testaments as the source and norm of proclamation, faith and life.
- It is expected that the director maintains active membership in a member congregation.
- A qualified individual will also hold a love of children, a willingness to encourage and share ministry with others and the ability to know when to put the needs of staff and campers above personal needs, modeling one's life after the servant-hood of Christ.
- A candidate for this position should possess maturity, good health, good organizational skills, strong communication skills, and an appreciation for the outdoors.

Personal Affiliation: The Director of Ministries will maintain the camp's membership in the American Camp Association (ACA) and participate in meetings and events of the ACA and Lutheran Outdoor Ministries Network

The Director is responsible for living out the vision and mission of PRBC. The Director must be responsive to relationships with staff, the wider Church, and the public, as well as attending to the day-to-day and long-term administration of Park River Bible Camp.

Job Responsibilities

Staff:

- Recruit and hire all staff with the program staff.
- Ensure adequate training and supervision for all staff necessary to carry out the programmatic mission of PRBC. This is accomplished with other leadership staff.
- Maintain a working relationship with all staff and volunteers. Observe, lead and encourage staff and volunteers.
- Facilitate communication between leadership staff (program, office, maintenance, kitchen and medical staff (daily and weekly).
- Evaluate summer staff in cooperation with other leadership staff; evaluate year-round staff on an annual basis.

Program:

- Lead staff in developing, implementing and evaluating age-appropriate, creative, and faith-building programs for diverse groups consistent with the ministry of the Christian Church and the goals and objectives of PRBC.
- Participate in aspects of camp programs, providing spiritual renewal and nurture of individuals through encounter with Scripture, experience in nature, witness of staff, worship, recreation and fellowship.
- Participate in hosting retreats with the Program Director and Site Director.
- Implement board policies, resolutions and directives.
- Define long range objectives integrating programmatic needs with the resources of properties, finances and people.

Church and Community Relations

Develop relationships which create enthusiasm for, invite participation in, and generate ownership of the mission of PRBC by educating and sharing ministry with:

- Pastors and youth ministers
- Parents and guardians
- Campers
- Financial supporters
- Member congregations and involved congregations
- Eastern North Dakota Synod Bishop, office staff and its ministries
- Community agencies
- Other Christian churches

Serve as the camp's spokesperson to these groups and be responsive to the needs and hopes of individuals and congregations, working effectively within church structures to represent the camp in person and in writing.

These partnerships can be nurtured through:

- Personal visits
- Conference pastor's meetings
- Letters and email
- Camp newsletter
- Speaking at churches and Sunday schools
- Posters
- Brochures
- Slide presentations and/or videos
- PRBC website
- Social media

Financial Development

- Formulate a budget in cooperation with the Finance Committee of PRBC Board of Directors
- Operate camp business within budget guidelines. Work with fiscal integrity for the ongoing mission and programming of PRBC

- Implement and explore ongoing fundraising programs including grant monies and large gifts from camp supporters
- Assist with and evaluate established fund raising activities

Future Development & Planning

- Develop in cooperation with PRBC Board of Directors and implement vision, policies, programs, etc.
- Convey to the camp's constituency the specifics of future goals and plans.
- Oversee the maintenance of the physical facilities and property.
- Operate and maintain the camp within the North Dakota State Health Codes.

PRBC Board of Directors and Committee Relations-Accountability & Accreditation

- Work closely with the PRBC Board of Directors and committees; provide timely and complete reporting; advise and present ideas and solutions for challenges and opportunities facing PRBC
- Foster a climate of mutual trust and partnership in relationship to the Board
- Abide by American Camping Association standards, including revisions and updates
- Insure that self and all leadership personnel are properly certified according to ACA standards
- Guide PRBC to maintain its ACA accreditation
- Evaluate in cooperation with PRBC Board of Directors his/her job annually

This position is open to all persons without regard to race, color, national origin, gender, age or disability.

Compensation dependent upon experience and education.