

MINISTRY OPENING

Women's Ministries Director



RESPONSIBLE TO: DIRECTOR OF MINISTRIES
CLASSIFICATION: Core Staff / Full-Time Exempt

POSITION VISION STATEMENT: *Camp Lebanon seeks an enthusiastic, resourceful connector to lead a vibrant and growing Women's Ministries program. She will be a follower of Jesus who actively pursues God's Word, is committed to prayer, and enjoys encouraging women of all ages to find their source of life in Christ. The Women's Ministries Director will also be a detailed organizer who is passionate about serving others, excited about collaborating with staff and volunteers to fulfill mission objectives, and eager to practice hospitality in helping guests find Camp Lebanon to be "A Meeting Place with God."*

JOB QUALIFICATIONS

- Dedicated Christ-follower and servant able to clearly communicate the love and life of Jesus.
- Confident leader with developed interpersonal skills.
- Strong organizational and planning skills to simultaneously coordinate the details of multiple women's ministry events in an often fast-paced environment.
- Able to anticipate the needs of the ministry and individuals (resourcefulness and responsiveness).
- Proficient in Microsoft Office Products and other database management tools.
- Competent in verbal communication and presentation.
- Comfortable in small and large group settings.
- Earned a bachelor's degree and experienced in women's ministry (preferred.)
- Able to remain flexible in the unusual schedule demands of Christian camp ministry.
- Adaptable to changes and growth of Camp as the Lord blesses and leads.

POSITION RESPONSIBILITIES

A. PLAN AND DEVELOP WOMEN'S EVENTS

- Provide strategic planning of the event, speakers, crafts, and workshops for:
 - Women's Retreats (September/October)
 - Mother / Daughter / Grandma (May)
 - Quilt & Craft (Spring, Summer, Fall)
 - Future Ministries (developed as the Lord leads)
- Develop and implement compelling content with spiritually enriching themes.
- Recruit, mentor, and manage teams and volunteers to provide event leadership.
- Collaborate with the Director of Ministries and staff to communicate relevant planning details.
- Host women's events and facilitate spiritual discussions with guests.

B. ADMINISTRATION AND STEWARDSHIP

- Coordinate with church, group, and family facilitators for successful group registration.
- Partner with Camp's marketing team to create promotional content.
- Ensure responsible use of resources and adherence to budgetary allocations.
- Initiate and participate in fundraising initiatives.

C. MINISTRIES TEAM PARTICIPATION

- Partner with Camp ministry events as assigned.
- Host guest groups as assigned.
- Participate in promotional outreach.
- Attend and contribute to the weekly Ministries Team meetings.

CORE STAFF MINISTRY TEAM RESPONSIBILITIES

- Meet weekly with the Director of Ministries to discuss responsibilities.
- Attend Management and Core Staff meetings as required.
- Participate in Camp's mission according to spiritual gifts and personal interests.
- Contribute to spiritual ministry as the Lord leads and enables.
- Assist in Camp's on-going health and safety consciousness.
- Apply biblical Body Life principles to preserve and enhance staff unity.
- Align fully with Camp Lebanon's Statement of Faith.

THE OPPORTUNITY

Salary Range: \$47,500 - \$60,000

Start Date: Immediate Opening

Training: The incoming Women's Ministries Director will serve under the leadership and mentorship of the retiring Women's Ministries Director through December 2024.

Benefits: **Paid Time Off:** 3 weeks (prorated for 2024) with partial rollover.

Paid Holidays: New Year's (1), Easter (2), Thanksgiving (2), Christmas (2).

Food Service: Available to employee and family when food service is open.

RETIREMENT: 403(b) Match Opportunity (eligible day one)

- Employer matches employee contribution up to four (4) percent of salary.
- Guidelines and vesting policies defining in Employee Handbook.

Special considerations: See Employee Handbook for a complete list (e.g. discounts, free events).

Healthcare: Christian Healthcare Ministries (CHM). Visit www.chministries.org for details.

CHM – 100% Employee funded (single/couple/family 3+)

- Monthly amount*: \$247/ \$494/\$741 (* set by CHM, subject to change)
- Includes Brother's Keeper option extends coverage to \$1,000,000 per illness.
- Paid as payroll deduction pre-tax to reduce taxes.
- Personal Responsibility (annual) \$1000/person, \$3000 family limit.
- Personal Responsibility supplement: first \$500 per person paid by Camp.

Health Reimbursement Account (HRA) – 100% Employer funded (single/couple/family 3+)

- Total Coverage Limits (annual): \$2750 / \$4000 / \$5400
- Preventative care only (annual limit): \$400 / \$800 / \$1600
- Dental/Eye/Chiropractic (annual limit): \$1200 / \$1800 / \$2400
- Co-pay on prescriptions: \$25. Over-the-counter medications are not covered.
- Unused HRA funds belong to the Camp.

THE MINISTRY: Camp Lebanon has a rich legacy of providing a "Meeting Place with God" to help the Church do the work of Christ. Located five miles west of Upsala MN on spring-fed, fish-filled Cedar Lake, Camp serves 12,000+ guests annually in offering year-round programs for youth, families, and adults. Camp also hosts over one hundred rental opportunities for churches, families, and organizations. In 2023 Women's Ministries accounted for 15% of Camp's annual outreach and 29% of fee revenues through ten sessions of Quilt & Craft, two Mother/Daughter/Grandma events, and two Fall Women's Retreats. Women have also played a key role in funding significant capital improvements and scholarships. For more information, visit www.camplebanon.org.

CONTACT: Send resume and cover letter to Shane Hollenbeck shane@camplebanon.org 320.403.9507