



Open *Miscellaneous* Ministry Positions

Including Associate Ministries,
Family Life Ministries,
Camping Ministries,
Communications

Listings will be posted for 6 months.

Churches desiring a listing or extension should contact

pbeavers@glcc.edu mriggs@glcc.edu or call 517-321-0242 x 250

Please include church name and address with your message.

or go to

<https://www.glcc.edu/advancement/church-resources/church-employment>

Updated: February 26, 2024



Openings are listed by state, name of church, and first date of listing



LaMoine Christian Service Camp

2760 E. County

Rd 1600

Tennessee, IL 62374

217-654-2238

At LaMoine Christian Service Camp we are hiring a new full-time position and would like to post the opening to your listing on Misc Ministry Positions if possible.

Hospitality Manager

Scope: This is a year-round, full-time position. Responsibilities will be to oversee all kitchen staff, while working with off-season rental groups and assisting with off-season programming & event planning.

Areas of Responsibility:

Job-Specific: Food Service

- The Hospitality Manager must have a Food Safety Manager Certification approved by the State of Illinois, or be able to obtain it within a year of joining the LCSC staff.
- Oversee all kitchen staff and work with volunteer kitchen help.
- Develop a Food Service Manual and train all staff and volunteers accordingly.
- Assist the Camp Director in hiring, training, & coordinating all kitchen staff.
- Responsible for keeping the kitchen area clean and orderly.
- Responsible for understanding, implementing, and following all State of Illinois guidelines as they relate to food service.
- Responsible for general oversight of SAH Director and SAHs while working in the kitchen.
- Work with the Camp Director in menu planning.
- Responsible for ordering and purchasing all food and non-food items needed for the kitchen.
- Work closely with the Camp Director in planning the Camp Barrel program and Kitchen Help Schedule annually.
- Responsible for working with campers & retreat guests that have specific food allergy concerns, ensuring the safety of all campers/retreat guests.
- Ensure kitchen staff have all meals on time and properly prepared.
- Work, along with the Camp Director, on rental and camp programs regarding meals for programming.
- Display flexibility in meeting special requests from Deans during the summer camp program as it pertains to food and meals.
- Oversee the canteen – working with the director to set pricing, ordering items and overseeing summer staff.

Job-Specific: Retreat Coordinator

- Take the lead in coordinating off-season rental programming.
- Be a contact person for all off-season rental groups.
- Take the lead in booking retreat groups.
- Make recommendations to the Camp Director that will help enhance and grow the camp rental program.
- Assist the Camp Director with off-season programming including but not limited to Annual Meeting, Camp Kick-off, Senior Saints, etc.
- Communicate with Hospitality staff on what needs to be cleaned once guests leave.
- Develop materials that pertain to retreat groups and staffing as necessary.

Job-Specific: Other Duties

- Assist in general office duties such as answering the phone, greeting guests, etc.
- Assist in overseeing the summer staff and be the point of contact when the Director is not available.
- Attend continuing education & training that will contribute to the growth and effectiveness of the camp as recommended and/or approved by the Camp Director or Board of Directors.
- Communicate with the Camp Director on necessary maintenance, purchases, and major repairs.
- Assist in programming areas as needed including but not limited to teambuilding, archery, climbing wall, etc.
- Assist with overseeing social media for LCSC.

- Other duties as needed and according to giftedness.

Communications

- Reports directly to the Camp Director.
- All Kitchen staff report directly to the Hospitality Manager, and then to the Camp Director.
- Directly reports any/all specific disciplinary issues and/or inappropriate behavior or discoveries to the Camp Director.

Benefits

- All meals will be provided during camp programs and rentals as applicable.
- Pay is based upon experience & education.
- 1 unit in the Christian Church Pension Plan
- Vacation Time – 2 weeks paid vacation during the first 5 years, with additional PTO and vacation time being added according to the Employee Handbook.
- Nine Paid Holidays as follows: New Year's Eve, New Year's Day, Easter, Memorial Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas

Posted 12/2023



Wellspring has openings for fully licensed therapists to join our practice, whose hearts are for those who are hurting and in need of psychotherapy.

We are a Christian Counseling agency, looking for people with a loving Christian faith, licensed in the State of Michigan (LPC, LMSW, LP, PhD, LCC, LLMSW, LLP).

Income is based on a percentage of insurance and private pay received. Office space and furnishings, office support, billing, technology, liability insurance, and training reimbursement included.

Please send your letter of interest to office@wellspringccs.org, attention Jamie. We are looking forward to hearing from you.

website:<https://2wellspring.com/>

Posted 2/2024



Northside Christian Church
Wadsworth, OH

Thank you for your interest in the **Minister of Administration** position at Northside Christian Church. Below is a brief overview of our history and mission. If you are interested in applying for the position, please contact me directly. The job description is attached. Thanks in advance for your time, prayers and consideration!

Northside is a vibrant, spirit-filled, enthusiastic church with two campuses located in Wadsworth and Medina. We began in 1977 on January 2nd with approximately 35 members. The Northeastern Ohio Association of Helpers (N.O.A.H.) began the work. On May 15, 2005, our first service was held at our campus in Wadsworth at 7615 Ridge Rd. God has blessed Northside with remarkable growth since then. On October 6, 2019, we launched our Medina Campus at Medina High School. After a transition period because of Covid, we relaunched the Medina campus on February 13, 2022, at its current location at 3721 Pearl Rd. We are currently averaging 1000 people in person and another 200 online each week. Our services are God-honoring and life-changing. Biblical truths are shared through teaching and life application. Hundreds of people are involved in everything from service to small groups to mission trips.

Northside is a multigenerational church that always strives to lead with grace; not perfection. Perfection isn't possible. Regardless of the color of your skin, your economic background, your social or financial status, where you've been or what you've done... **You are welcome here!** Our mission is "LOVE GOD, SERVE OTHERS and WIN ONE". It is fueled by the Great Commission. Matthew 28:18-20, "*All authority in heaven and on earth has been given to me. ¹⁹ Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.*"

Every small group, class, service project, youth outing and message strives to achieve our mission. Our staff is a wonderful team dedicated to seeing this mission fulfilled in their specific areas. We love to have fun, are focused on following where the Spirit leads, and looking to grow. We want those who worship here to clearly understand our mission so that we can work together, taking as many people to Heaven with us as possible!

In Christ,

Eric Pruitt
Discipleship Pastor
ericp@northsideweb.org
330.336.4622 (ext. 312)

Minister of Administration Job Description

Title: **Minister of Administration**

Reports to: Senior Minister and the Elders

Status: Full time

Date Created: February 2023 **Revised:** April 2023

Job Overview

The Minister of Administration will oversee the day-to-day operations of the church and support the Senior Minister in making decisions and determining the overall church direction. The person filling this position will work with staff to set goals and prioritize activities that will ensure execution of the church's mission and vision. The Minister of Administration will be a liaison between different parties to help promote unity in the church.

Responsibilities & Duties

- Works with the Senior Minister to determine the overall direction of the church and develop strategies to guide the church in that direction.
- Regularly meets with individual staff members to evaluate ministry effectiveness and ensure the overall mission and direction of the church continues to be met. This will include an annual performance review for each staff member to encourage and equip each person for the role they fill.
- Responsible for human resources, including staff benefits and collaborating with the Senior Minister to hire, reposition, transition, and dismiss staff. Will have direct supervision over all staff except for the Senior Minister.
- Responsible for the finances and the creation of the annual budget in conjunction with the Northside Christian Church Operation Committee (NCCOC)
- Attends the following meetings to help unify Northside Christian Church's mission and help proper communication take place between the various groups: Elders, NCCOC, Northside Christian Academy (NCA), and weekly staff meetings.
- Responsible for the management of the facilities including any large repairs or new building projects.
- Assists in developing leaders within the church that can fill leadership roles in the future.
- Serves as the Superintendent of NCA.
- Financially supports the work of Northside Christian Church (NCC) by faithfully contributing to this local body.
- Performs other duties as needed.

Qualifications

- Growing relationship with Jesus evidenced by bearing fruit
- Above-reproach character with a Kingdom focus
- Strong leadership and communication skills with the ability to handle tough situations with love
- Approachable and good communicator
- Problem solver
- Preferred Ministry degree with business management experience or Business degree with ministry experience
- Preferred 5+ years of experience in business and/or ministry

Posted 8/23