



Cedarkirk *A place apart to build up the body of Christ in love.* CAMP & CONFERENCE CENTER

A Place Apart to Build Up the Body of Christ in Love

Cedarkirk Camp & Conference Center is the year-round camp and conference center of the Presbyteries of Tampa Bay and Peace River. It is located southeast of Tampa, FL on the Alafia River within 170 acres of woodlands, wetlands, and uplands.

TITLE OF POSITION: Executive Director

POSITION DESCRIPTION: The Executive Director shall provide organizational and staff leadership, strategic & financial vision and serve as a resource to the Board of Directors for PCCM.

SPECIFIC RESPONSIBILITIES:

- To serve as head of staff under the direction of the Board of Directors providing guidance and direction for the staff
- To provide oversight for ongoing on-site operations and make decisions regarding operations, with the consultation of the Board of Directors if needed
- To interpret and implement the vision and mission goals of PCCM
- To provide leadership in funds development for operating expenses and capital improvements
- To have general oversight and stewardship of the ministry of PCCM including preparation of the annual operating budget.
- To assist presbyteries and churches in promoting the various conferences, retreats, and camps sponsored by PCCM
- Work to ensure good public relations with the Presbyteries, local churches, current and prospective user groups and neighbors
- To relate to the Presbyteries of Peace River and Tampa Bay as outlined in the Covenant Agreements
- To interface with all committees of the Board of Directors through staff and committee chairs
- Other duties assigned by the Board of Directors

OUR VISION FOR MINISTRY: In a busy world full of chaos and uncertainty, Cedarkirk strives to be a welcoming place to experience the wonder of creation and the love of Christ for people of all ages and stages.

Accredited by PCCCA, Cedarkirk's summer camp programs have been a meaningful outdoor ministry experience for generations of families. We rejoice at the new opportunities to be a resource for a wider diversity of groups and organizations as a place apart where all can come for programs of study, worship, rest, fellowship, and service.

As we look to the future, Cedarkirk is moving forward with additions to its facility and programs. Regardless of these updates and improvements, the staff and Board at Cedarkirk remain committed to keeping this "a place apart." Our uniqueness lies in our beautiful setting encapsulated by burgeoning suburbia and a dedicated ministry of hospitality embodied in the homemade baked goods prepared by one of our longest-term employees.

EMERGING NEEDS OF OUR COMMUNITY: Today, Cedarkirk serves over 1,000 children, youth, and adults each summer. It also provides a ministry of hospitality to thousands through year-round programming.

The vast majority of guests come from the Peace River and Tampa Bay Presbyteries. The relationships with local churches are critical and the staff and Board are always looking for new ways to be a resource to these congregations.

As we look to the future, we know that our support needs to come from a broader base of constituencies. How can we expand beyond our current friends and families to reach out to a growing community? A world that we know needs a place of hospitality, a place where creation is honored, a place where love is experienced, a place of community... a place apart.

We hope our current capital campaign will meet the expanding demands of our facility by allowing us to serve the needs of guests through additional accessibility and a new dining hall.

HOW THIS POSITION CAN HELP US FULFILL OUR MISSION & VISION: The Executive Director is the heartbeat of Cedarkirk. They are responsible for the spiritual, fiduciary, program and administrative vision of the ministry. With a staff of 21 dedicated employees, the director is involved in much of the day-to-day operations and management. Leadership and mentoring is very much a part of this position. Each year our "Discernment Through Service" Program provides the

opportunity for two interns to experience both the joys and challenges of outdoor ministry.

The Executive Director serves as a liaison to Cedarkirk's Board of Directors - consisting of members from both Tampa Bay and Peace River Presbyteries. This aspect of the position results in shared energy and ongoing commitment from these covenant partners.

In addition, they are the prime development officer for Cedarkirk - providing vision and identifying funding sources for the future of the camp and its programs. Responsibilities include developing relationships with "Friends of Cedarkirk" and future supporters, overseeing grant writing process, and organizing fundraising events.

WHO ARE WE LOOKING FOR? We hope our next Executive Director is a person who has the savvy to navigate two particular worlds - the one of camp ministry and the one of business matters. How comfortable are you moving from the campfire circle to a boardroom table? We envision a person can both spend the day with campers and counselors (leading songs and hip pocket games, tying on a carabiner, offering a blessing for a meal, mentoring a young adult) AND then attend a worship with a local congregation on a Sunday morning at which you are called upon to offer a clear and concise minute for mission and then take a potential donor out to lunch and ask for a gift to the annual fund. Above all, this person is a collaborator - one that knows how to ask for help when needed and can work with the talents of others that have been called to this ministry.

HOW TO APPLY:

Email your resume or personal information form to cedarkirksearch@gmail.com. Please include a cover letter stating your interest in the position.

REFERENCES:

Rev. John DeBevoise
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Palma Ceia Presbyterian Church
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(813) 293-9685

Rev. Elizabeth Shannon
Emerging Ministries Associate Presbyter
Tampa Bay Presbytery
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Rev. Elizabeth Deibert
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LINKS TO LEARN MORE:

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