

Retreat Ministries Director

PURPOSE: To provide operational leadership of a retreat ministry to the evangelical Christian community in the New York Metropolitan area.

A. RELATIONSHIPS:

1. The Director reports to the General Director, and serves as a consulting member of the Board.
2. The Director, in partnership with other members of the Management Team, provides for the spiritual leadership and strategic direction of Liebenzell USA.
3. The Director will collaborate on objectives, issues, and projects of common interest and concern, and will seek relationships of mutual spiritual support, encouragement, and accountability with the other members of the Management Team.

B. GENERAL RESPONSIBILITIES

1. To direct the administration and operations of Retreat Ministries.
2. To promote Retreat Ministries and its objectives.
3. To encourage a spirit of dependence upon God among staff and Board members.

C. SPECIFIC RESPONSIBILITIES

LEADERSHIP

1. To lead and direct the staff in employing available resources to accomplish Retreat Ministries' objectives.
2. To encourage staff in their personal growth and professional development.
3. To provide oversight and accountability towards the Registrar, Food Service manager, Buildings and Grounds Manager, and Guest Services Manager.
4. To hire and dismiss personnel in accordance with established policies.
5. To recruit and nurture volunteer workers. 6. To participate in continuing education by attending seminars, workshops and training sessions.

MANAGEMENT

1. To implement programs, budgets, and accountabilities to achieve Retreat Ministry objectives within the overall ministry of Liebenzell USA.
2. To evaluate performance as related to objectives of Retreat Ministries and make recommendations for improvement.

3. To be responsible for the affairs of Retreat Ministries including facility usage and maintenance, and ministry to guests.

4. To be current in the knowledge of applicable state, local and health regulations. Ensure that facilities and operations are in compliance.

5. To be prepared and available for handling emergency situations.

DEVELOPMENT

1. To advertise and promote Liebenzell's retreat facilities and programs to current and potential constituencies and to the evangelical Christian community at large.

2. To nurture communication and relationships with Liebenzell's ministry partners.

3. To effectively communicate the mission objectives of Liebenzell USA to the evangelical Christian community at large.

4. To visualize, plan, and make recommendations for expansion, growth and fuller utilization of the facilities

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