

PRESBYTERY OF GREATER ATLANTA

APPROVED

CAMP & CONFERENCE MINISTRY TEAM PURPOSES, FUNCTIONS, & RESPONSIBILITIES

PURPOSES

The purposes of the Camp & Conference Ministry Team are to:

- Plan, develop, and promote an effective year-round Camp & Conference ministry through Calvin Center for children, youth, adults, and congregations on behalf of the Presbytery of Greater Atlanta;
- Develop and maintain the facility of Calvin Center;
- Promote the availability of Calvin Center within and beyond the Presbytery;
- Resource and support other areas of mission and ministry in accordance with the priorities of the Presbytery.

FUNCTIONS & RESPONSIBILITIES

The Camp and Conference Ministry Team shall have the following functions and responsibilities:

Marketing & Promotion

- To encourage the congregations of this Presbytery to participate fully in the opportunities offered, and to utilize the facilities for camps, conferences and retreats as a part of the larger Presbytery efforts;
- To work with the staff in developing and promoting the use of Calvin Center, beyond this Presbytery, at the Synod and General Assembly level, as well as in ecumenical, civic, government, industry and business areas (always aware that Presbytery's programs and use by local congregations take priority);
- To encourage our ministers and professional educators to use Calvin Center as a place for retreat, fellowship, growth or renewal;
- In cooperation with Calvin Center Staff, promote an effective year-round program of camps and conferences which is planned by staff.

Staff Resource & Development

- To be a resource for the staff in the day-to-day operation and maintenance of Calvin Center;
- To offer opportunities for special training and development of the staff, through institutes, seminars, and retreats.

Financial

- To work with the Executive Director in the development of the annual budget, to approve the budget and monitor its use;
- To develop the Calvin Center Endowment Fund and to assist the Executive Director in other fund raising efforts.

Facilities

- To assist in the development of the property and facilities;
- To develop long range plans for the development of Calvin Center.

Relating to Presbytery & Coordinating Council

- To prepare an annual report to Presbytery and forward it to Coordinating Council;
- To prepare regular reports for Coordinating Council and Presbytery meetings;
- To seek persons with special interests in Calvin Center to serve on either the Camp and Conference Ministry Team or its committees.

Approved by Ministry Team on 5/21/2007

PRESBYTERY OF GREATER ATLANTA

CAMP & CONFERENCE MINISTRY TEAM TEAM MEMBER JOB DESCRIPTION

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ROLE

The role of the Ministry Team member is to act in the best interest of the Presbytery of Greater Atlanta and its Camp & Conference Ministry and to exercise proper stewardship being faithful to God, the Presbytery's mission and long-range plan, and strengthen the image, programs and assets of Calvin Center.

RESPONSIBILITIES

The responsibilities of Ministry Team Members are to:

Knowledge

- Become knowledgeable and informed about Calvin Center's stated mission, ministry, priorities, and strategic plan;
- Become knowledgeable and informed about Calvin Center's programs, policies, operations, finances, needs, challenges and opportunities;
- Become familiar with the history and story of Calvin Center and what makes it distinctive.

Partnership

- Serve as a partner and support to the Executive Director;
- Respect the Executive Director's authority and responsibility to manage the staff.

Meetings & Preparation

- Attend all Ministry Team meetings and committee meetings for which you are a member;
- Commit to participate actively in the work of the Ministry Team;
- Review the agenda and read all supporting materials prior to all Ministry Team and committee meetings;
- Commit to participate actively in the work of at least one committee of the Camp & Conference Ministry Team;
- Participate actively in the Ministry Team's annual evaluation and planning efforts.

Representation

- Serve as a Calvin Center Ambassador to congregations and other organizations in an effort to encourage their use of our facilities, inform them of upcoming opportunities and programs, and encourage them to support Calvin Center in prayer, giving, service, and participation.
- Support the members and decisions of the Ministry Team to the staff, volunteers, Presbytery, congregations and public

PRESBYTERY OF GREATER ATLANTA

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**CAMP & CONFERENCE MINISTRY TEAM
COMMITTEE JOB DESCRIPTION**

ADMINISTRATION & FINANCE COMMITTEE

The responsibilities of the Administration & Finance Committee are to:

Strategic Plan

- Develop long term goals for Calvin Center and submit them to the Ministry Team for approval;
- Consider demographics and trends that may affect Calvin Center, as well as the projected needs, objectives, and priorities of the congregations of the Presbytery of Greater Atlanta;
- Work with the Executive Director and staff to develop and review the strategic plan and keep one another accountable to it.

Administration

- Study, develop and update personnel policies and procedures and present them to Ministry Team for approval;
- Develop and review Calvin Center crisis management plan and make recommendations to the Ministry Team;
- Review job descriptions;
- Review and respond to written staff grievances and complaints on the advice of the Executive Director or a staff supervisor.

Finance

- Establish salary structure;
- Review staff salaries and benefits packages annually;
- Work with the Executive Director to develop appropriate procedures for budget preparations;
- Review budgets initially prepared by staff and Executive Director and recommend a balanced budget to the Ministry Team for approval;
- Review, monitor and recommend financial guidelines to the Ministry Team;
- Work with the staff to design financial reports and ensure that reports are accurate and timely;
- Review financial statements and report to the Ministry Team any financial irregularities, concerns or opportunities;
- Receive and review capital priorities as determined by the Executive Director and other appropriate staff and recommend an action plan to the Ministry Team for approval.

Partnership

- Serve as a partner and support to the Office Manager.

PRESBYTERY OF GREATER ATLANTA

CAMP & CONFERENCE MINISTRY TEAM COMMITTEE JOB DESCRIPTION

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PROGRAM & MARKETING COMMITTEE

The responsibilities of the Program & Marketing Committee are to:

Programs

- Work with the Program Director to strategize, assist and monitor new program development;
- Assist, monitor and assess existing programs;
- Review and guide program evaluations and present findings to the Camp & Conference Ministry Team;
- Facilitate discussions about program priorities for Calvin Center and present results to the Camp & Conference Ministry Team;
- Assist and support the development of new and existing conferences and retreats;
- Investigate and discover new ways to support and resource the ministry of the Presbytery of Greater Atlanta.

Conference Hosts

- Participate in and help coordinate Conference Host program (Conference hosts are volunteers who welcome groups and arrange for their needs while the group is on site);
- Work with staff to develop and implement a Conference Host training program;
- Evaluate the Conference Host program and make recommendations to the Ministry Team.

Marketing

- Assist and advise in the development of a marketing plan that will fully inform congregations of the Presbytery of Greater Atlanta of our ministry, facilities and programs and encourage their use;
- Review and assist with the development and production of quality publicity and marketing materials for all camp facilities, offerings and programs when needed;
- Work with the staff to evaluate and develop all communication tools, including brochures, email cards and website;
- Develop and monitor the “Ambassador” program of the Camp & Conference Ministry Team (team members serving as Calvin Center Ambassadors to congregations) and suggest further ways to increase its effectiveness.

Partnership

- Serve as a partner and support to the Program Director.

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**CAMP & CONFERENCE MINISTRY TEAM
COMMITTEE JOB DESCRIPTION**

DRAFT

SITE & SAFETY COMMITTEE

The responsibilities of the Site & Safety Committee are to:

Site Development

- Evaluate existing buildings and structures;
- Recommend priorities for site development to the Camp & Conference Ministry Team that are in line with available financial resources;
- Develop long range plans and recommend them to the Camp & Conference Ministry Team for approval;
- Monitor and assess site development plan progress.

Safety

- Review Calvin Center policies and procedures regarding safety and recommend changes and additions to the Camp & Conference Ministry Team;
- Work with the Executive Director and Facilities Director in responding to risk-management issues as well as implementing, administering, monitoring and evaluating the over-all safety program for Calvin Center.

Partnership

- Serve as a partner and support to the Facilities Director.