

SUMMIT GROVE CAMP PROCESS OF CANDIDACY

After reading this Profile for Executive Director, if you believe you are well-suited professionally for the position and your personal faith and lifestyle are in alignment with that of Summit Grove Camp & Conference Center, we invite you to begin the inquiry process. All candidates' information and conversations are handled confidentially.

Please provide the following documents and responses for review:

1. Resume Submission:

*Include your educational background

*Include a detailed description for each position you have held in the past ten years

*Describe three specific achievements or accomplishments that were most meaningful to you while in these past positions

2. References:

*Include two professional references of individuals who work or have worked directly with you

*Include a reference from your current or most recent pastor

*Include two personal references who can speak to your character

3. Narrative Questions:

Submit thoughtful responses to each of the following questions in writing to provide us a more complete picture of you and your interest in the Executive Director position:

a. Please share with us your faith journey.

b. Why do you want to work at Summit Grove Camp & Conference Center, and how do your values align with our mission?

c. Tell us about a significant experience in your own leadership development, ministry/service involvement, and /or business experience that would translate to success in this role.

d. Describe a challenge or difficulty in your career or ministry that has strengthened your leadership ability.

e. As you look back over your career, describe how your experiences have prepared you for this position.

Submit your responses along with your resume/CV to:

Lynette Long, Board Member
lynetteelong@gmail.com



Director Candidate Profile

About Summit Grove

Summit Grove Camp & Conference Center is a mission-driven ministry serving youth, families, and retreat groups through meaningful experiences centered on faith, community, and hospitality.

Ministry Impact (2024–2026)

Women: 17 groups (490 people); Men: 12 groups (721 people); Youth: 31 groups (2,401 people); Families/Couples: 34 groups (4,007 people); Other: 7 groups (201 people); RV stays: 231; 8,887 site-days filled; Meals: 118 breakfasts, 96 lunches, 111 dinners

Seasonality

Peak season runs May through mid-August, often extending into September and October.

Facilities & Activities

Swimming pool, Frisbee golf, cornhole, basketball, horseshoes, ga-ga ball, Kan Jam, spikeball, 9-square, volleyball, wiffleball field, pickleball, tennis, indoor games (ping pong, pool, foosball). Adjacent to the Heritage Rail Trail and Northern Central Railway.

Recent Improvements

Dorm 3 renovation and parking; Maintenance building framing; Director's house updates; New kitchen equipment; Freezer compressor replacement; Electrical upgrades; Gaga pit and merry-go-round; Lodge emergency lighting; Storage shed; Bathhouse renovation; Snack shack electrical; Motel renovations

Current & Future Projects

Dining hall structural repair; Pool renovation; Tabernacle roof; Youth Barn renovation

Challenges

Aging infrastructure and quick fixes; Cottage owner relationships; Volunteer recruitment; Competition with larger camps; Lack of large climate-controlled space; Pool funding; Restricted donor funds

Opportunity

Lead and grow a mission-driven ministry by strengthening operations, improving facilities, expanding programming, and increasing financial sustainability. Work with a team that desires growing in character and in relationship with God.

Ideal Candidate

Mission-driven leader with strong operational, relational, and strategic skills, passionate about ministry and hospitality.

Summit Grove History

Since the early 1800's, Summit Grove has been hosting groups and gatherings centered around preaching the gospel of Jesus Christ to the lost, encountering the Lord's presence to strengthen the body of Christ, and encouraging fellowship and community between believers. After the Second Great Awakening of the late 1700's, camp meetings flourished as people gathered to worship, hear the Word of God preached, and build relationships with fellow believers. Summit Grove (originally known as Lowe's Campground) was one of these first established Camp Meeting spaces, with some years seeing gatherings as large as 10,000 to 15,000 in attendance.

By 1855, Summit Grove was established under the Methodist Church, as circuit riding preachers from Baltimore would make it their first stop in Pennsylvania. In August 1865, the current site of Summit Grove was chosen as a permanent location for camp meetings due to its proximity to the Northern Central Railway. Summit Grove attracted so many people each summer for camp meetings that the New Freedom Borough constructed an exclusive Summit Grove Rail Station just outside the entrance to the camp.

The Christian & Missionary Alliance purchased Summit Grove in 1936, continuing a long history of Alliance camp meetings begun by its founder A.B. Simpson at Old Orchard Beach, Maine. Through the faithful commitment of Alliance pastors and volunteers, family camp, youth camps, and other camp ministries have flourished over the years for the purpose of leading young and old into deeper relationship with Jesus Christ. Well-known evangelists and preachers, such as A.W. Tozer, have shared the truth of God's Word as people sought spiritual renewal and rest on the grounds of Summit Grove. Over the decades, lost souls of all ages have been saved, young people have heard the call to full-time ministry, lives have been rededicated in service to Christ, and families have been restored at the altars of Summit Grove's Tabernacle.

On March 3, 2000, the Christian & Missionary Alliance Eastern Pennsylvania District established the Summit Grove Christian Conference Center, with a transfer of leadership from the District to a non-denominational non-profit led by an Executive Director and Board of Directors. In 2004, construction began on the four-season Lodge which attracts groups year-round for discipleship, fellowship, and relaxation. The mission of Summit Grove continues to focus on providing opportunity for people to encounter God, experience rest and spiritual renewal, and connect with other believers on our beautiful grounds which hold such a rich spiritual history.

Summit Grove Camp & Conference Center (<https://summitgrovecamp.org>)

Job Description

Position: Executive Director (Revitalize Version)

Responsible to: The Board of Directors

Position Overview

Summit Grove is a Christian Camp committed to introducing individuals to Jesus Christ as their Savior and fostering spiritual growth through Biblically grounded teaching, fellowship, and Christian community.

The Executive Director will serve as a strategic, spiritually grounded leader to lead a season of revitalization and renewed ministry impact. This leader will champion a compelling vision to restore and grow the camp as a thriving, Christ-centered destination for retreats, events, and community engagement.

The Executive Director will be responsible for assessing current operations, strengthening organizational health, and implementing a clear revitalization strategy that includes program development, facility improvement, and expanded outreach to churches and ministry partners. They will lead staff and volunteers with clarity and purpose, foster a culture of hospitality and spiritual formation, and rebuild momentum through strong communication and relationship-building.

Key Responsibilities

Pastoral Care and Staff Development

- Recruit, hire, train, supervise, and evaluate year-round and seasonal staff and volunteers.
- Foster a positive, Christ-centered work environment that encourages spiritual growth, teamwork, and professional development.
- Provide clear direction, performance expectations, and ongoing coaching and pastoral care to staff and volunteers.

Financial Stewardship

- Maintain accurate and complete financial records, including oversight of all receipts, expenditures, and fund management.
- Develop and manage the annual operating budget, providing recommendations to the Board of Directors for review and approval.
- Monitor cash flow, financial performance, and internal controls to ensure fiscal responsibility and sustainability.

Operations Management

- Oversee all aspects of daily camp operations, including hospitality services, food service, maintenance, housekeeping, safety, and security.

- Ensure facilities and grounds are maintained to a high standard, supporting a safe, welcoming, and functional environment.
- Develop, implement, and monitor policies and procedures to ensure operational efficiency and effectiveness.

Development, Marketing, and External Relations

- Build and maintain strong relationships with churches, denominational partners, donors, and community stakeholders.
- Communicate the mission, vision, and impact of Summit Grove to inspire engagement, prayer support, and financial investment.
- Oversee marketing and promotional strategies to increase awareness, facility utilization, and program participation.
- Lead fundraising initiatives, including donor development, grant writing, annual giving campaigns, and planned giving programs.

Board Relations and Strategic Planning

- Provide regular reports and updates to the Board of Directors regarding operations, finances, and ministry outcomes.
- Collaborate with the Board in short-term planning, policy development, and organizational growth.
- Support the Board in fulfilling its governance responsibilities.

Qualifications

- A clear and compelling personal faith in Jesus Christ, with a lifestyle that reflects spiritual maturity and Biblical integrity.
- Strong alignment with the Statement of Faith of The Christian and Missionary Alliance.
- Demonstrated leadership experience in a Christian ministry, camp, nonprofit organization, or similar setting.
- Proven ability to lead, develop, and manage teams, including both staff and volunteers.
- Experience in financial management, including budgeting, financial reporting, and fiscal oversight.
- Understanding of marketing principles and strategies, with the ability to effectively promote programs, increase engagement, and expand organizational reach.
- Ability to engage in fundraising, donor engagement, and development initiatives.
- Strong verbal and written communication skills.
- Commitment to investing in the lives of young people.
- Willingness to live and work in a camp setting and work irregular hours including weekends.

Signature _____ Date _____

Summit Grove Camp & Conference Center (<https://summitgrovecamp.org>)

Job Description

Position: Executive Director (Long Term)

Responsible to: The Board of Directors

Position Overview

Summit Grove is a Christian Camp committed to introducing individuals to Jesus Christ as their Savior and fostering spiritual growth through Biblically grounded teaching, fellowship, and Christian community.

The Executive Director serves as the administrative and ministry leader of Summit Grove and is responsible for the overall leadership, management, and direction of the organization. This role requires a spiritually mature and mission-driven individual who can effectively integrate ministry leadership with operational excellence.

The Executive Director provides oversight of all camp operations, including staff leadership, program development, financial management, facility stewardship, fundraising, and external relations. In partnership with the Board of Directors, the Executive Director advances the camp's mission, vision, and long-term strategic priorities while cultivating a Christ-centered environment for staff, volunteers, and guests.

Key Responsibilities

Leadership and Staff Development

- Recruit, hire, train, supervise, and evaluate year-round and seasonal staff and volunteers.
- Foster a positive, Christ-centered work environment that encourages spiritual growth, teamwork, and professional development.
- Provide clear direction, performance expectations, and ongoing coaching to staff and volunteers.

Program and Ministry Oversight

- Provide leadership and oversight for the planning, coordination, and execution of all camp programs and events.
- Collaborate with the Christian and Missionary Alliance Eastern Pennsylvania and Mid-Atlantic District leaders, to plan and oversee District Family Camp and other joint initiatives.

Operations Management

- Oversee all aspects of daily camp operations, including hospitality services, food service, maintenance, housekeeping, safety, and security.
- Ensure facilities and grounds are maintained to a high standard, supporting a safe, welcoming, and functional environment.
- Develop, implement, and monitor policies and procedures to ensure operational efficiency and effectiveness.

Financial Stewardship

- Maintain accurate and complete financial records, including oversight of all receipts, expenditures, and fund management.
- Develop and manage the annual operating budget, providing recommendations to the Board of Directors for review and approval.
- Monitor cash flow, financial performance, and internal controls to ensure fiscal responsibility and sustainability.

Compliance and Risk Management

- Ensure compliance with all applicable local, state, and federal regulations, as well as recognized Christian camping and nonprofit industry standards.
- Develop, implement, and regularly review risk management and crisis response procedures to ensure the safety and well-being of all participants and staff.

Board Relations and Strategic Planning

- Provide regular reports and updates to the Board of Directors regarding operations, finances, and ministry outcomes.
- Collaborate with the Board in long-term planning, policy development, and organizational growth.
- Support the Board in fulfilling its governance responsibilities.

Spiritual Leadership

- Model a vibrant and growing personal relationship with Jesus Christ.
- Cultivate a culture of prayer, worship, and Biblical discipleship throughout all aspects of camp life.
- Provide spiritual leadership and encouragement to staff, volunteers, and campers.

Development, Marketing, and External Relations

- Build and maintain strong relationships with churches, denominational partners, donors, and community stakeholders.
- Communicate the mission, vision, and impact of Summit Grove to inspire engagement, prayer support, and financial investment.

- Oversee marketing and promotional strategies to increase awareness, facility utilization, and program participation.
- Lead fundraising initiatives, including donor development, grant writing, annual giving campaigns, and planned giving programs.

Qualifications

- A clear and compelling personal faith in Jesus Christ, with a lifestyle that reflects spiritual maturity and Biblical integrity.
- Strong alignment with the Statement of Faith of The Christian and Missionary Alliance.
- Demonstrated leadership experience in a Christian ministry, camp, nonprofit organization, or similar setting.
- Proven ability to lead, develop, and manage teams, including both staff and volunteers.
- Experience in financial management, including budgeting, financial reporting, and fiscal oversight.
- Understanding of marketing principles and strategies, with the ability to effectively promote programs, increase engagement, and expand organizational reach.
- Ability to engage in fundraising, donor engagement, and development initiatives.
- Strong verbal and written communication skills.
- Commitment to investing in the lives of young people.
- Willingness to live and work in a camp setting and work irregular hours including weekends.

Signature _____ Date _____