**Covenant Agreement/Memorandum of Understanding**

**For Interim Outdoor Ministries Director**

In keeping with the intention of Camp/Retreat Ministry and the policies and practices of the Conference/Board, we set forth this agreement for clarity of understanding between the organization and the Interim Director.

The Conference/Board.... enters into covenant with Individual to serve as Interim Director of Ministry Name, for the period from date to date in accord with the following mutual promises.

**General Position Description**

The Outdoor Ministries Director is responsible for fulfilling the mission of Ministry Name, providing leadership and management of the ministry. The Director works in relationship with the Board and the denominational leadership, staff, campers and their families, alumni, retreat leaders, and participants to fulfill the mission. The role includes leading sustainability initiatives, ensuring quality summer camp experiences, administrative management, securing and supervising camp staff, managing finances, and implementing the marketing plan. The Interim Director reports directly to Supervisor, and works closely with the Business Manager on financial matters.

**Together, the Board and the Interim Director will:**

1. Examine the history of the center and work through the transition dynamics that usually follow a change of this magnitude.
2. Seek to confirm and identify current issues facing the organization and develop ways of dealing with them.
3. Develop a vision for the organization’s mission.
4. Examine the organization’s linkage with the conference, board, circuit, district, UM Camp and Retreat Ministries, local ecumenical partnerships, and the resources that may be available for ministry.
5. Align the organization in accordance with the requirements of the state for a nonprofit organization, and with the policies and practices of the Board of Camping; update bylaws and any other legal work necessary.
6. Address the following concerns: a), b), c)
7. Prepare for the arrival of the next Director.

**The Interim Director will work in the following areas:**

1. **Planning** – Work with the board to develop a shared vision for the future of the organization, build understanding around the current mission, and develop appropriate and realistic goals and strategies to advance the mission.
2. **Administration** - Develop, maintain, and effectively utilize systems and resources that facilitate the effective operation of the center. This includes effective budgeting and management of financial resources and compliance with all applicable state and local regulations (food service, health, etc.).
3. **Program leadership** – Lead in developing and managing programs and services offered by the center.
4. **Financial development** – In partnership with the Camping Board, be responsible for bringing resources to the center’s mission, implementing appropriate strategies for friend- /fund-raising.
5. **Personnel management** – Be responsible for overseeing the hiring, supervision, and evaluation of any persons engaged by the center to assist in program, housekeeping, maintenance, food service, or any other area of staffing need. Support and manage volunteers.
6. **Church and community relations** – Seek to build and maintain positive relationships with neighbors, community organizations and leaders, congregations, guest group leaders, colleagues in ministry, district and conference leaders – anyone who is important to the mission of the center.
7. **Board/Committee relations** – Build and maintain positive working relationships with Board and committee members.
8. Policy – Implement initial policy and operational changes as mutually agreed upon.
9. **Facilities** – Steward the site and facilities with an emphasis on sustainability.
10. Serve as an active member of the Conference staff leadership team.
11. During this time of transition, give special attention to:

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**The Board of Camping will:**

1. Commit to faithful participation in the ministries of Camp/Retreat and support the organization through service and giving.
2. Accept this intentional transitional time and uphold the Director in prayer, according to them the love, respect, and goodwill one would expect in mutual ministry.
3. Expect the Director to preside at meetings and functions of the organization, while also accepting its leadership role for building up the mission of the organization.
4. Provide for review and evaluation of the organization’s ministry on at least a quarterly basis, and provide a performance review at the conclusion of this Director’s term in order to best prepare for the next key leadership.
5. Compensate the Director in the following ways:

* Salary $55,000 (annualized as 35 weeks = $37,019.23); payments to be made in monthly installments of $\_\_\_\_\_ on the 15th of each month. *(In general, salary is based on the compensation of the previous Director or the minimum standard for years of service experience)*
* Pre-tax Pension Contribution $5,182.69 (@14% of salary basis)
* Housing – Provided from date to date on site at Camp/Retreat. Director is required as a term of employment to live on site during this time. OR Housing allowance provided in the amount of $\_\_\_\_\_
* Utilities
* Health/Dental/Disability etc.– Waived as Individual already maintains health insurance OR Provide up to $\_\_\_\_\_\_\_\_\_\_\_\_as an allowance for health insurance, medical, dental, vision and any other health-related expenditures for the Director.
* Travel – Camp/Retreat will provide a vehicle for Director’s use while employed, and will reimburse up to $ \_\_\_\_\_\_\_\_\_\_ for travel.
* Reimbursable Expenses – up to $\_\_\_\_\_\_\_\_\_\_\_\_ for professional expenses and continuing education.
* Phone – Camp/Retreat will pay the cost of business usage of Individual’s cell phone.
* Computer – Camp/Retreat will provide a laptop computer for Individual's use on Camp/Retreat business, which will be prepared to pass on to the next Director.
* Vacation – Individual will have one month of vacation annually, prorated one week per three months of service. Vacation will not be taken during May, June or July.
* Moving Expenses

**Additional Agreements**

1. This agreement includes the terms of the Employee Handbook, which has been provided to Individual, as well as the Camp/Retreat Staff Manual.
2. The intentional Interim Director will under no circumstances be eligible for hire as the permanent/settled Director position following the interim term of service.
3. The intentional Interim Director will not be involved in the search process except by express request of the search committee.
4. This agreement may be extended by mutual agreement of the parties.
5. This agreement may be terminated with written notice of 45 days by either party.
6. This agreement may be amended upon the mutual agreement of the Board and the Director, after consultation with appropriate conference officials, by written addendum which shall then be attached.

We, the undersigned, accept the terms of this agreement:

**Organizational Representative Date**

**Individual Date**