Conference Administrator Position

Fir Point Bible Conference

Glendale, Oregon

Fir Point Bible Conference, near Glendale, Oregon, will have a position open for the role of Conference Administrator on or about September 1, 2019.

**Who We Are**

Fir Point Bible Conference (FPBC) is an evangelical, Christ-centered facility associated with InFaith, an American Mission, and called to conduct retreats and camps and to be available for other like-minded Christian organizations to rent for the same purpose.

InFaith is moved by the call to reach locally and spread God's kingdom right here in the United States—something we've been doing for the last 200 years. Though we have roots going back to 1790, our organization was officially formed on May 13, 1817 and called itself the Sunday and Adult School Union. Through the years we've had several name changes from American Sunday School Union to American Missionary Fellowship, to our current name of InFaith. But through it all, we have been reaching locally here in the United States to teach the unchanging truth of God to an ever-changing culture. For more information visit: [www.InFaith.org](http://www.InFaith.org).

**Where We Are**

Fir Point Bible Conference is located near the logging town of Glendale, in Southern Douglas County, Oregon. The property comprises 240 acres of mostly wooded, hillside property. The Conference facilities occupy approximately forty acres of level ground.

The Conference grounds are available year-round for rental to evangelical, Christian groups, however most rentals are in the spring, summer and fall. During the month of July, the Conference reserves the grounds for its own ministry program—Fir Point Bible Camp. During this time the camp holds four camps for young people from High School age to third and fourth grade children, as well as a three-day Family Camp.

**What We Have to Offer**

The available facilities include a log kitchen/dining facility, a lodge with living, kitchen and meeting areas, an A-frame chapel, usable year-round, a recreational building, a swimming pool (Useable only from June – September) and nurse’s station, and two separated sets of cabins suitable for campers.

The available facilities themselves are somewhat primitive. Each of the cabin locations have a separate restroom building nearby.

Our rental capacity is approximately 186 people.

Pictures of the facilities may be seen on the Conference/Camp website: [www.firpoint.net](http://www.firpoint.net).

Other major facilities include the maintenance shop and two homes for on-site Conference personnel.

Full-time staff include the Conference Host / Caretakers and the Conference Administrator. The Host / Caretakers are required to live on site and are responsible for maintenance and rentals. The Conference Administrator is not required to live on the grounds, but a home is available should they choose to.

**What We are Looking For**

The position of Conference Administrator is full-time. Applicants must have reasonable experience and ability in maintenance skills, administration and computer use.

The three major areas of responsibility include:

* Responsibility for Conference Facility
* Responsibility for working with the Conference Board
* Responsibility for the oversight of the resident and off-site staff

Further, general details are explained in the accompanying paper titled Conference Administrator Responsibilities. For more specific details on month-to-month responsibilities, please contact Board President Darvin Dollarhide at the information provided at the end.

**What We Can Offer**

Financial compensation is negotiable. Because of our size we are ideally looking for a couple or individual with an outside income or someone willing to raise support.

The Conference can provide housing and utilities as part of package. The home is an older two-bedroom, two-bath double-wide manufactured home on-site, which does have an addition on the back that can also be used for an office, an additional bedroom, etc.

While we are seeking a full-time employee, we are offering a wonderful opportunity to minister to the many campers and renters who pass through our grounds. Fir Point has always been a facility truly blessed by the Lord with His generous provision and the many, many people whose lives have been changed by our Lord and Savior Jesus Christ during their time at camp.

We have included our bylaws and information on general responsibilities. For further information please contact:

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