



Rock Nest Ranch  
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Phone: 250-845-2179 Fax; 250-845-2177  
Email: [rnrr@uim.org](mailto:rnrr@uim.org)  
[www.rocknestranch.org](http://www.rocknestranch.org)

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Due to recently completed facility expansion, United Indigenous Ministries is seeking to expand the ministry team to fully utilize the year-round facility completed in 2019. United Indigenous Ministries is seeking self-motivated people to become full time missionaries with us to serve at Rock Nest Ranch Bible Camp in Houston British Columbia Canada. People who are spiritually qualified to teach and lead others while working in a Kingdom of God-oriented team. We need people who are life-long learners to join in the ministry that God has called us to in building spiritually healthy, Biblically based church communities within the indigenous communities across Canada.

Rock Nest Ranch is a Bible Camp committed to making disciples of Jesus Christ among all nations with an intentional focus on First Nations people- equipping them to serve God in their communities and around the world.

Action Statement: By the grace of God we will:

- Provide a welcoming, loving, safe and fun environment.
- Clearly present God's word and present the gospel of Jesus Christ with everyone who comes to camp.
- Have staff who because of their love for the Lord, committed to following Jesus Christ and modelling of the gospel, love servanthood of Jesus through words and actions to all who come.
- Promote and nurture growth and fellowship in the Body of Christ.
- Provide good food, good service and good facilities.
- Bathe all aspects of camp with prayers and do everything in the power of the Holy Spirit, in accordance with His leading.

Rock Nest Ranch is involved in or seeks to develop involvement in the following:

- A large youth summer camp program averaging 80-120 campers and staff each week

- Year-round Bible training outreach- through weekend retreats, leadership development, family camps, conferences and retreats.
- Hosting rental events that contribute to helping and loving those in our community.
- Travel to host evangelistic outreaches into local communities in our area and serve physical and spiritual needs on an ongoing basis.
- Operating an onsite Biblical discipleship and Biblical life skills school from September to May for up to 10 high school graduates ages 18-21 who will live at Rock Nest Ranch.

At this time, United Indigenous Ministries is seeking to discover God's provision for the positions of Executive Camp Director, Discipleship Director, Food Service Director, Maintenance Director, Office Director, and Program Director. Specific details of these positions are in the following.

<https://www.uim.org/join-us>



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Position: Office Director

Reports to: Executive Camp Director

Job Purpose: Coordinate all office staff in managing the office needs of all departments, including record keeping, book keeping and all communication avenues. Coordinating and scheduling all rental groups.

Requirements:

- ❖ A growing personal relationship with Jesus Christ
  - ❖ Organizational skills
  - ❖ Detail orientated and efficient
  - ❖ Patience and clear communication skills
  - ❖ A passion for sharing the gospel clearly in everyday activities
  - ❖ Familiar with Book Keeping concepts and computer programs
  - ❖ Must be UIM missionary, responsible for raising personal support.
- Please see below for details as to how to apply to UIM.

Responsibilities:

- ❖ Assist the Executive Camp Director with
  - Staff Orientation and Training
- ❖ Assist in developing camp Office budget
  - Supervise budget spending.
  - Book keeping for all Departments
    - Pay Bills
    - Deposits
    - Invoicing
    - Collections
- ❖ Maintain camp computer

- Software
- Data Backups
- Networking/Internet
- Maintain Historical records
  - Yearly photos
  - Yearly staff
  - Yearly Information
  - General Data Base

❖ General Office

- Copying
- Filing
  - Confidential Records
- Banking/Petty cash
- Printing of Brochures
- Mail
- Phone
- Welcome visitors and guest book sign in

UIM Missionary Application Process: There are five stages to the process:

The Applicant (pre-acceptance, application)

The Candidate (pre-acceptance, interviews)

The Missionary Appointee (pre-field assignment, support raising)

The Field Missionary (two-year, first term)

The Senior Missionary (long-term)

Be sure that you are in agreement with the Statement of Faith and Position Statements.

The process of becoming a missionary with UIM International involves a substantial investment of resources like time and finances. The process is a

lengthy one from the time of initial application to the time of actual long-term missionary service. For further details please see <https://www.uim.org/join-us>

