



A MINISTRY OF THE PRESBYTERIAN CHURCH IN CANADA

**CALL FOR PROPOSAL (CFP)
FOR THE
EXECUTIVE DIRECTOR
OF
GRACEFIELD CHRISTIAN CAMP AND RETREAT CENTRE**

SEPTEMBER 2013

Gracefield Christian Camp and Retreat Centre is dedicated to helping all people experience spiritual discovery, growth, and renewal. It is a community that nurtures a deeper love of Christ, provides comfort and support, builds leadership, develops meaningful relationships, and practices stewardship of the environment.

P.O. Box 420, Gracefield, Quebec J0X 1W0

1. SUMMARY AND BACKGROUND

Gracefield Christian Camp and Retreat Centre (GCCRC) is currently accepting proposals to manage and direct the operation of our 113 hectare (280 acre) facility in the Upper Gatineau region of western Quebec. The centre is a ministry of the Presbyterian Church in Canada with oversight by the Presbytery of Ottawa. It has been operating for over 50 years providing a summer children's camping program, a conference/retreat facility and a tent and trailer community. We have been blessed with a variety of directorship models in our history and we currently seek a person or persons to cast a vision and direct us toward that vision over the next five to ten years.

Gracefield Christian Camp and Retreat Centre is situated on Lac Castor, 120 kms northeast of Ottawa, Ontario. With annual expenses (excluding capital expenses) of \$250,000, the centre operates on a cost recovery basis with some synod and presbytery subsidies when required. A 12 member Board of Directors appointed by the Presbytery of Ottawa oversees Gracefield Christian Camp & Retreat Centre. Several committees of the Board assist and oversee various aspects of the operation. The centre employs one full-time, year-around office administrator and, during the camping season, additional staff, as required, performing housekeeping to lifeguarding functions. The camp is heavily dependent on volunteer labour as well as open and tied donations.

Major current challenges include: ensuring Christian camping's relevancy, attracting campers, engaging the local community as well as member churches in the camp's ministry and meeting both the operating and ongoing capital costs of the facility.

Although currently camp directed programming is given in English, the centre's location in a predominantly francophone region coupled with a retreat clientele that includes, among other, Asian churches, affords the opportunity to expand the camp's language coverage. Our client base is predominantly Ottawa and the eastern Ontario communities.

The purpose of this Call for Proposal (CFP) is to solicit proposals from various candidates, conduct a fair and extensive evaluation based on criteria listed in this request, and select the candidate/s who best represent the direction the Board of Directors of GCCRC wishes to go.

2. PROPOSAL PURPOSE AND DESCRIPTION

The purpose of this proposal is as follows:

Gracefield Christian Camp & Retreat Centre has been well directed through the 2000's by a couple with strong skills in administration and site development. Upon their retirement in 2009 the Gracefield Operating Committee was restructured into the GCCRC Board of Directors. Since 2009 the facility and program has been directed by a variety of models. Going into 2014 and the future it is important to the Board of Directors that the operation be directed by consistent and quality leadership. The summer children's camp attendance has declined since 2009 along with the use of the facility as a retreat/conference site. We receive consistent feedback that our site and our services are excellent. We have, however, been ineffectual in promotion and advertising of our services.

A Brief Description of Gracefield Christian Camp & Retreat Centre:

Gracefield Christian Camp & Retreat Centre is seeking a proposal to manage and direct the operation of the facility. The successful candidate will identify strategies to ensure that the following elements of the ministry are well managed according to association standards pertaining to those elements.

Management of a summer children's camp program:

We are accredited members of the *Association des Camps Certifiés du Québec (ACQ)*. We offer 5 or more weeks of summer camps to children and youth aged 7-16. Maximum capacity in the camper cabins is 60 people. Some of our programs include off-site canoe and adventure elements. We are located close to several good parks and rivers in the western Quebec region.

In addition we run a Leader-In-Training Program for 16-18 year olds accredited by the ACQ. We offer a youth retreat program during the March school break. We work in association with the Synod of Quebec and Eastern Ontario to provide youth retreats. As members of the ACQ we are required to adhere to clear standards regarding safety and quality of our program and facility. We are also required to maintain our membership in the Quebec Tourism Bureau (CITQ).

Gracefield Christian Camp and Retreat Centre is a member in the Presbyterian Church Camp & Conference Association (PCCCA) and benefits from the networking of many camps throughout North America.

Management of a retreat/conference facility:

Three main buildings (lodges) can accommodate up to 70 people for overnight programs. One of these buildings, White Pine Lodge, is fully winterized. The other two buildings are not used in the colder months. All three lodges offer pleasant space for meeting rooms and recreational activities.

The site has many inviting features available to retreat and conference guests. There is an outdoor labyrinth, a chapel, several campfire sites, two sand beaches, boat launch and docks. We are well equipped with canoe and kayak facilities, a low-ropes course and an archery range. Over 15 km of nature trails lace our property. The Trans-Canada Trail crosses through our property on an abandoned rail line perfect for hiking and cycling.

Management of a tent & trailer community:

There are approximately 30 tent/trailer camping sites at GCCRC. Up to 15 of these sites are committed to clients who hold them from year to year. The remaining sites are available on a reservation or drop-in basis. There is the potential for an increase in the number of sites. The tent/trailer sites are well separated from the main areas used by the summer children's camping program although they occasionally integrate with the other aspects of GCCRC joining in on campfires or special celebrations. Some parents of campers in the children's camping program occasionally stay in a tent/trailer site.

The successful proposal for directorship of GCCRC will identify strategies to manage our current operations as described here and to vision-cast the centre into a vibrant and sustainable future.

3. POSITION SCOPE

The scope of this position includes a wide array of tasks and responsibilities that must be accomplished for the successful operation of GCCRC. The selected proposal will ensure the following tasks are adequately addressed:

1. Board and Committees: Serve as ex-officio on the Board of Directors of GCCRC and its committees and sub-committees as necessary, advising and reporting to them on relevant matters.
2. Programming: Ensure that a quality program for children and youth is prepared each year that includes significant experiences to enhance spiritual, physical, emotional, social and mental development. The proposal will also address the potential of programs for adults and special populations.
3. Site: Ensure that the site is maintained to provide a quality facility for the Tent & Trailer community and for rental groups. Ensure appropriate quality food services are provided to our program events and rental groups.
4. Promotion: Publicize GCCRC through a variety of publicity options.
5. Personnel: Creatively manage all human resources (volunteers, contractors and employees) to provide the programs and maintain the site as developed in items 2, 3 & 4 above.
6. Finance: Manage financial resources and accounts for income and expenses and advise the Board of Directors and/or the Finance Committee regarding user fees and necessary expenses (capital and operational).

4. CALL FOR PROPOSAL AND PROJECT TIMELINE

Call for Proposal Timeline:

All proposals in response to this CFP are due no later than 5:00 p.m. October 30th, 2013.

Evaluation and shortlisting of proposals will be conducted from October 30th, 2013 until November 15th, 2013. If additional information or discussions are needed with any bids during this two-week window, the candidates will be notified. Follow-up interviews will be conducted with shortlisted candidates in early December 2013.

The selection decision for the winning bid will be made no later than December 15th, 2013.

Upon notification, the contract negotiation with the winning bid will begin immediately. Contract negotiations will be completed by December 31st, 2013.

Notifications to bids that were not selected will be completed by December 15th, 2013.

The successful proposal must be prepared to take effect by January 31st, 2014.

5. PROPOSAL

The proposal should outline how the proponent would propose to run the camp specifically addressing each challenge as outlined in section #1 and the duties as outlined in section #3. This section should be no more than 10 pages

6. BUDGET

All proposals must include expected remuneration and benefits to complete the tasks described in the project scope. Bids may propose time commitments between half-time (20 hours/week) to full-time (40 hours/week). Accommodation in a fully winterized 3-bedroom residence on the site is available. It is preferred that the successful candidate/s will live on the site.

7. PROPOSAL QUALIFICATIONS

Proponents should provide the following items as part of their proposal for consideration:

- Description of experience in administration positions
- Description of experience in church related operations.
- Education level and specifics.
- References from previous employers or clients

8. PROPOSAL EVALUATION CRITERIA

Gracefield Christian Camp & Retreat Centre will review all proposals based on the following criteria. To ensure consideration for this Call for Proposal, proposals should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Proponents will be considered based on their experience as it pertains to the scope of this position.
- Previous work: Proponents will be considered based on examples of their work pertaining to similar facilities and programs as well as client testimonials and references.
- Value and cost: Proponents will be considered on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

The final decision of the Board of Directors of GCCRC will be based on the best fit for our vision for the future of the Centre. It will not be assumed that the lowest cost proposal will be the preferred proposal.

9. PROPOSAL GUIDELINES

This Call for Proposal represents the requirements for an open process. Proposals will be accepted until 5:00 p.m. October 30th, 2013. Any proposals received after this date and time will be returned to the sender. Proposals may be delivered by regular mail or email and may include supporting video or photos.

Contract terms and conditions will be negotiated upon selection of the winning bid for this CFP. All contractual terms and conditions will be subject to review by GCCRC legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the proposal.

Proposals should be submitted using these format guidelines:

- 1 Qualifications: 2 pages including copies of certifications, degrees, etc.
- 2 References: one page listing 3 people who can speak to how the proponent may perform in this environment, references will include complete name, title, contact addresses including phone numbers and email.
- 3 Proposal: 10 pages maximum (Times New Roman, double spaced 12 font)

Please forward any question and/your completed proposals to our camp address:

Gracefield Christian Camp & Retreat Centre
37 Chemen des Loisirs
CP 420
Gracefield, Quebec
J0X 1W0
ATTN. CALL FOR PROPOSALS

Or email to this address:

search@gracefieldcamp.ca