



BAY VIEW ASSOCIATION OF THE UNITED METHODIST CHURCH

- Job Title:** Director of Worship & Religious Life
Location: Bay View Association, Petoskey, MI
Reports To: Executive Director
Employment Type: Contract (Exempt, No Benefits)
Salary: \$35,000-\$50,000 annually (bi-weekly payments, 26 per year)
Schedule:
- **September–May:** Flexible schedule
 - **June–August:** Full-time, on-site presence required. Housing is provided.

Organization Overview

The Bay View Association (BVA) is a National Historic Landmark and an independent 501(c)(3) nonprofit offering Chautauqua-style programming in Performing Arts, Worship & Religious Life, Education, and Recreation. The Bay View community includes 444 Victorian cottages, 2 inns, 30 historic buildings, and 900 members along the shores of Lake Michigan.

Position Summary:

The Director of Worship and Religious Life is responsible for the visioning, planning, and implementation of Bay View's Worship Program. This year-round position oversees all aspects of worship, spiritual formation, pastoral care, and religious programming during Bay View's Assembly Season (June through August), while actively planning and recruiting during the off-season. The Director reports to the Executive Director and works collaboratively with the Worship Committee and other program area leaders.

Key Responsibilities:

Leadership & Worship Oversight

- Lead Sunday Worship services during the Assembly Season (13 Sundays), including preaching as needed.
- Coordinate nine weekly Communion Services at Crouse Memorial Chapel.
- Design three Evensong Services each summer.
- Provide benedictions and prayers at public functions (e.g., Vesper Concerts, Blessing of the Fleet, and Annual Meeting).

A NATIONAL HISTORIC LANDMARK - FOUNDED IN 1875

1715 Encampment Avenue
Post Office Box 583

Petoskey, Michigan
49770

231.347.6225 tel
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BayViewAssociation.org

- Collaborate with the Minister of Music, Organist, and volunteer liturgists to plan meaningful and well-coordinated services.

Guest Preacher & Staff Coordination

- Recruit, coordinate, and host 11+ guest preachers annually, managing logistics and hospitality (travel, housing, honoraria), with support from the Assistant to the Worship Director.
- Recruit and manage seasonal worship staff, including Minister of Music, Organist, Christian Education Coordinator, and youth/children's staff.
- Supervise and support the Assistant to the Worship Director and the Christian Education Coordinator.

Christian Education & Formation

- Oversee Sunday School, youth ministry, and adult education programs in collaboration with the Christian Education Coordinator.
- Support the Religion and Life Lecture Series and other spiritual enrichment offerings.

Pastoral Care & Ceremonial Functions

- Provide pastoral care for Bay View members, including hospital/home visits and check-ins.
- Officiate at weddings, memorial services, baptisms, cottage blessings, and interments.
- Serve as spiritual presence and representative of Bay View within the broader local community.

Administration & Communications

- Develop and manage the annual Worship Program budget with financial staff.
- Produce weekly bulletins, newsletter submissions (Town Crier), and other communications with assistance from Assistant to the Worship Director.
- Attend and contribute to weekly Program Director meetings and monthly Worship Committee meetings.
- Prepare reports for the Annual Meeting and provide regular updates to leadership.
- Maintain Ditto Cottage for guest clergy hospitality.

Year-Round Responsibilities:

- Ongoing recruitment of speakers and clergy leadership for upcoming seasons.
- Attend conferences and develop relationships with seminaries, churches, and judicatories to strengthen preacher/speaker recruitment and outreach.

- Coordinate scheduling and event planning with other Bay View programs.
- Respond to member inquiries, donor correspondence, and requests for religious services throughout the year.

Qualifications:

- Ordained minister or equivalent religious leadership credentials.
- Significant experience leading worship and providing pastoral care.
- Proven ability to manage people, programming, and budgets.
- Strong interpersonal, organizational, and communication skills.
- Availability to reside on campus during the summer Assembly Season.

Preferred

- Familiarity with Bay View Association and its Chautauqua programming.
- Experience developing promotional content and materials.

To Apply

Send a cover letter and resume by email to hr@bayviewassociation.org or by mail to:
Bay View Association, P.O. Box 583, Petoskey, MI 49770

Equal Opportunity Statement

Bay View Association is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, genetic information, marital or veteran status, sexual orientation, gender identity, or any other protected status in accordance with applicable law.