MBCC Ministry Description

Assistant Executive Director

A Brief Word About MBCC

Michiana Biblical Counseling Center is located in Osceola, Indiana, just east of South Bend. Since its beginning in 2015, God has greatly blessed the ministry of MBCC. As our team has sought to carry out its three-fold mission, the ministry has grown exponentially. While only 75 counseling sessions were held in the first year of MBCC's existence, in the past 11 years MBCC counselors have led over 18,000 counseling sessions. This growth has made it clear that the ministry of MBCC is both needed and desired in the Michiana community.

Since MBCC became an independent counseling ministry in 2015, Dave Hills has served as its Executive Director. Dave is now 67, and both he and the MBCC Board believe it is wise and appropriate to set plans into motion to strategically prepare for his eventual transition out of the Executive Director role and potentially into a support or advisory role. An important first step in that plan was to create an MBCC Assistant Executive Director position.

Establishment of Assistant Executive Director Position

Every new position at MBCC must be established by vote of the MBCC Board of Directors. The Assistant Executive Director position was established in March of 2026 for the purpose of adding an individual to the MBCC team to work alongside the Executive Director. While the person selected for this position will not automatically assume the role of Executive Director in a future transition, the MBCC board will hire an individual for the Assistant Executive Director position with that deisre and goal in mind.

General Overview of Responsibilities

Initially, the Assistant Executive Director role will focus heavily on the ministry of biblical counseling, while slowly learning the intricacies of the ministry. As time goes on, the role will become a balanced mixture of personal counseling and ministry leadership.

Qualifications of Assistant Executive Director

1. A growing believer in Jesus Christ who is regularly engaged in God's means of grace.
2. Actively involved in his local church.
3. ACBC certified or willing to pursue certification.
4. ACBC Fellow or willing to do the work involved in becoming a Fellow.
5. Gifted and experienced counselor.
6. Servant-leader and visionary.
7. Passionate about the ministry of biblical counseling.
8. Able to teach.
9. Fully supported by his spouse/family in pursuing this position.

The Role of Assistant Executive Director

The Assistant Executive Director will work closely with the Executive Director to learn the ministry, with the ultimate goal of transitioning into the role of Executive Director. Ideally, this transition will take place over 1-2 years, allowing the Assistant Executive Director to systematically learn and assume specific responsibilities.

Assistant Executive Director Job Description

1. Counsel as part of the MBCC Team.
2. Oversee the MBCC Fundamentals of Biblical Counseling Training.
3. Systematically Learn the Ministry of MBCC

    a. Office Operations/Mechanics
    b. Roles/Functions of MBCC Team
    c. MBCC Board Function
    d. Ongoing Team Meetings
    e. Budget, Finances, and Payroll
    f. Partner Relationships
    g. Fundraising
    h. Taxes & Governmental Regulations
    i. MBCC's Role in the Community

4. Systematically Assume Executive Director Roles/Responsibilities

Pay for Assistant Executive Director

Pay for all MBCC staff members is established by the MBCC Board of Directors. The Assistant Executive Director is a full-time, salaried position. Compensation for the Assistant Executive Director includes wages, a stipend for health insurance coverage, and paid vacation. Specific details will be discussed at a time when there is a strong mutual interest in moving forward with the process of hiring.

Support Raising Possibility

While not required, we will encourage the individual hired as Assistant Executive Director to seek to raise ministry support through his personal network of friends, family, church family, and ministry supporters.

Hiring / Transition Timetable - Current Thoughts

1. MBCC is in a position to hire an Assistant Executive Director immediately. The desire is to have a person in place as soon as possible.
2. The MBCC Board desires for the person hired to complete the transition to Executive Director between January, 2028 and April 1, 2029.

Interested in This Opportunity?

If so, please send your resume to one of the following addresses:

Michiana Biblical Counseling Center
Attn: Dave Hills
58343 S. Apple Road
Osceola, IN 46561

Michiana Biblical Counseling Center
Attn: Dave Hills
PO Box 1721
Elkhart, IN 46515

If you have questions, please email Dave Hills (dhills@michianabcc.org) or go to michianabcc.org.

Michiana Biblical Counseling Center

Overview of the Ministry of MBCC

Background Information about MBCC

Michiana Biblical Counseling Center is an independent counseling ministry located in the facilities of Osceola Grace Church in Osceola, IN. From its beginning, MBCC has been driven by a three-fold mission:

- To provide quality, affordable ***biblical counseling*** to the people of Michiana
- To provide quality ***biblical counseling training*** to the people of Michiana
- To ***support for pastors & ministry leaders*** in Michiana as they disciple the people under their care.



MBCC's Counselor Certifying Organization

All MBCC counselors are certified, or are pursuing certification, by the Association of Certified Biblical Counselors (ACBC). MBCC has been an ACBC Certified Counselor Training Center since January of 2020. This designation allows MBCC to more effectively carry out its three-fold mission in Michiana. The Executive Director of MBCC, Dave Hills, became an ACBC Fellow in 2024.

MBCC Counseling Center Team

- Dave Hills, Executive Director and Counselor
- Deanna Doctor, Counseling Director and Counselor
- Sadie Knepper, Operations Director and Counselor
- Neil Hampton, Part-Time Counselor
- Bettie Rushlow, Volunteer Receptionist and Volunteer Counselor
- Catherine Butler - MBCC Counseling Apprentice
- Damon Gerber, Remote and In-Person Part-Time Counselor
- Cody Collier, Part-Time Counselor
- Nikki Wang - Remote Counselor, Zionsville, IN
- Porter Clapp - Remote Counselor, Virginia Beach, VA
- Cindy Christensen - Remote Counselor, Lansing, M
- Abigail Rocke - Remote Counselor, Green Bay, WI
- Jennifer Riedl - Remote Counselor, Milwaukee, WI
- Zane Merkle - Remote Counselor, Lafayette, IN
- Mason Yerly - Remote Counselor, St. Louis, MO
- Madison Marshall - Remote Counselor, Piedmont, SC
- Sarah Zavatchin - Remote Counselor, Sheboygan, WI
- Chyreece Lester - Remote Counselor, South Africa
- David Brodzinski, Church-Partner Relationships
- Brian Sigman, Bookkeeper
- Over 300 Prayer Partners
- Over 75 financial partners (Churches, individuals & businesses)

MBCC Board of Directors

- Pastor Ray Laborde - President
- Dan Wertman - Secretary/Treasurer
- Dave Hills - Executive Director
- Shari Deardorff - Member
- Bettie Rushlow - Member
- Rich Smith - Member

Some Key MBCC Ministry Milestones

- Began as a discipleship ministry of First Baptist Church - Bristol in 2009.
- Incorporated by the State of Indiana and recognized as a 501(c)(3) non-profit in 2015.
- Hired a Counseling Director in January, 2016. This was the first hire for MBCC.
- Hired Executive Director in January, 2017. He had been serving with no compensation since 2015.
- Became an ACBC Certified Training Center in January, 2020.
- MBCC Expansion Project fundraising was launched in Fall '23.
- Dave Hills became an ACBC Fellow in July '24.
- Construction of the 1200 sq. ft. MBCC office suite concluded in May '25. This office suite is located within the facilities of Osceola Grace Church, which was built in 2017.
- Hired MBCC Counseling Apprentice in August, 2025.

MBCC by the Numbers

Because of the generosity of individuals, churches & companies, and by God's enabling grace, the following took place at MBCC in the past 12 months.

- 300 clients served and over 2000 counseling sessions held.
- 5 individuals became ACBC Certified Biblical Counselors through the ministry of MBCC.
- 50 students completed the MBCC's ***Fundamentals of Biblical Counseling*** training course.
- MBCC enjoyed the support of 14 partner churches and organizations.
- 18 individuals served as MBCC counselors. (Counseling 1-16 sessions / week)

MBCC's Annual Budget

MBCC's annual working budget is $230,000. Roughly 50% of MBCC's annual budgetary needs are met through generous donations from churches, individuals, and local organizations who embrace the mission of MBCC. The remaining 50% of MBCC's budgetary needs are met through income generated from counseling fees, training events, and supervision fees paid by ACBC certification candidates.

The Story of MBCC's Facilities

Osceola Grace Church in Osceola, Indiana has been MBCC's gracious host since 2015. Recognizing MBCC's need for additional ministry space, in 2023 Osceola Grace approved the allocation of 1200 sq ft of their facility (That was built in 2017) to create an MBCC Office Suite.

The MBCC Office Suite was designed to include a large reception/waiting area, five counseling rooms, one large conference/group counseling room, and a small storage closet. Work on this expansion project began in late December '24 and was completed in May '25. The new facility has far exceeded all of our hopes and dreams! We are so thankful for the incredible facilities God has provided.



To learn more about MBCC's facilities, and more, go to https://www.youtube.com/@michianabcc

Types of Counseling MBCC Offers (Not an Exhaustive List)

We believe God's Word speaks to **all** of life's various situations. Our counselors have been able to offer hope and healing to hurting people in the following circumstances:

- Abusive Relationships
- Anger
- Bitterness
- Childhood Abuse
- Communication Issues
- Court Ordered Counseling
- Conflict Resolution
- Depression
- Divorce/Separation
- Eating Disorders
- Facing Potential Incarceration
- Financial Struggles
- Forgiveness Issues
- Grief/Loss/Crisis
- Life-Dominating Habits (Addictions)
- Marital Issues
- Marriage Preparation
- Medical Diagnoses
- Parenting Challenges
- Pornography
- PTSD
- Rebellion toward Parents
- Self-Harm
- Sexual Struggles
- Spiritual Searching
- Suicidal Thoughts
- In short.....anything God's Word addresses.

MBCC Partner Churches

Listed below are MBCC's current partner churches. Partner churches/organizations financially support MBCC, enabling us to carry out our three-fold mission in Michiana. Regular attendees of partner churches receive discounted counseling and counseling training rates.

- Bremen Missionary Church
- Community Church - Edwardsburg, MI
- Cornerstone Church - Mishawaka
- First Baptist Church - Bristol
- First Baptist Church - Goshen
- Gospel Community Church - Goshen
- Osceola Grace Church
- McCoy Memorial Baptist Church - Elkhart
- Pathway Church - Middlebury
- Progressive Broadcasting / WFRN
- Sugar Grove Church - Goshen
- Trinity Church - South Bend
- Wakarusa Missionary Church - Wakarusa

MBCC Information

Michiana Biblical Counseling Center (Physical Address)
58343 S. Apple Road
Osceola, IN 46561

Michiana Biblical Counseling Center (PO Box)
PO Box 1721
Elkhart, IN 46515

Phone: 574.674.6601
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