

DIANE M. HELBLEY

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EDUCATION

ANDREWS UNIVERSITY, Berrien Springs, MI

Master of Arts, Youth Ministry

May 2009

STATE UNIVERSITY OF NEW YORK COLLEGE AT FREDONIA, Fredonia, NY

Bachelor of Science, Communications

December 1994

Specialization: Media Management

Minor: Psychology

MINISTRY

EXPERIENCE

1/08 – present

ANDREWS UNIVERSITY, Berrien Springs, MI

Religious Education and Youth Ministry Administrative Assistant

- Advise students through their programs
- Manage admissions files and graduation processes
- Assist with class scheduling, academic bulletin changes, and class work
- Plan and implement events
- Assist with recruitment
- Counsel students as needed
- Attend youth ministry conventions
- Edit faculty articles and books

1/07 – present

Encounter Young Adult Ministry Leader

- Teach Sabbath School lesson quarterly
- Serve as Communications Team leader
- Assist in planning events for Social/Connections Team
- Greet members and welcome newcomers to Sabbath School
- Sing at local nursing home monthly and during Sabbath School praise time
- Provide breakfast quarterly for Sabbath School
- Participate in NAD Young Adult Ministry Advisory

4/07 – present

ERE DAYBREAK, Berrien Springs, MI

- Sing and play flute in eight-member Christian folk music band
- Act as band manager and locate venues at which to perform
- Write songs

9/06 – 1/07

ALL NATIONS SDA CHURCH, Berrien Springs, MI

- Assisted with youth ministries
- Preached sermon
- Performed special music

6/00 – 8/06

BUFFALO SUBURBAN SDA CHURCH, Lancaster, NY

- Conducted spiritual formation workshop
- Initiated and taught young adult Sabbath school
- Coordinated youth-led services

- Organized youth and young adult activities and socials
- Directed skits and holiday services
- Performed special music
- Served church and community as deaconess
- Preached sermons and personal testimony
- Attended youth ministries convention

RELEVANT CLASSES

Youth in Contemporary Culture, Youth Ministry Leadership, Seminar in Young Adult Ministry, Contextualized Preaching for Youth, Ministry to At-Risk Youth, Counseling Youth and Young Adults, Spiritual Formation, Conflict Management, Worship and Church Music, Teaching for Discipleship, Marriage and Family

EMPLOYMENT
7/02 – 7/06

COMMUNITY FOUNDATION FOR GREATER BUFFALO, Buffalo NY
Communications/Program Associate

- Designed newsletters, brochures, invitations, postcards, newspaper advertisements
- Updated Web site on a regular basis
- Managed a million-dollar federal grant with twelve sub-grantees
- Coordinated scholarship recipient reception and grant making events
- Assisted with annual report production and proofreading of materials
- Acted as executive assistant and board liaison
- Promoted from office administrator

9/01 – 6/02

BUFFALO & ERIE COUNTY HISTORICAL SOCIETY, Buffalo NY
Front Desk/Gift Shop Attendant

- Served members and visitors graciously and efficiently
- Assisted gift shop manager with purchases, pricing and signage

8/00 – 4/01

BUFFALO PHILHARMONIC ORCHESTRA, Buffalo NY
Education and Finance Assistant

- Coordinated reservations and seating assignments for school performances
- Assisted with community concert coordination and presentation
- Processed cash receipts and vouchers

9/97 – 6/00
Summers 95 – 97

GLIMMERGLASS OPERA, Cooperstown NY
House Manager/Assistant to the Administrative Director

- Managed all aspects of 900-seat theatre house
 - Ensured patron safety, comfort and satisfaction
 - Scheduled and supervised ushers
 - Handled patron complaints, concerns and emergencies efficiently
 - Delegated responsibility to assistant house manager
- Coordinated administrative intern program
- Designed brochures and invitations
- Processed subscription packages
- Assisted with planning and execution of annual New York City benefit
- Promoted from seasonal to year-round position