



# ADDENDUM TO THE AGENDA

## CLASSIS HAMILTON OF THE CHRISTIAN REFORMED CHURCH

### MAY 28, 2019

**MEETING COMMENCES AT 9:30 AM AT ANCASTER CHRISTIAN REFORMED CHURCH, ANCASTER**

The section titled "Orientation for Delegates" in this Addendum, page 4, is intended to help delegates better understand the procedures at Classis Hamilton meetings as well as the obligations of each delegate. Please read those pages carefully and if you can suggest additional items for inclusion, please send them to the stated clerk who will gladly include them in future editions.

**For first time delegates (and as refresher for others) the Agenda itself can be found at the following link: [http://www.classishamilton.ca/files/ClassisHamilton/agenda\\_may\\_28\\_2019.pdf](http://www.classishamilton.ca/files/ClassisHamilton/agenda_may_28_2019.pdf). You also can find the Agenda for Synod at this link: [https://www.crcna.org/sites/default/files/2019\\_agenda.pdf](https://www.crcna.org/sites/default/files/2019_agenda.pdf).**

**All delegates will be asked to affirm their commitment to the Covenant for Office-Bearers in the Christian Reformed Church in North America by standing when the Chair of Classis so indicates.** The Covenant can be found on page 9.

#### **Agenda Item 4.3 – Addition**

An additional resolution will be dealt with under agenda item 4.3 to elect Bernie Voortman as the Regional Disability Concerns Advocate for Classis Hamilton. Bernie is a member of Calvary CRC, Flamborough. The motion reads as follows:

4.3.2. **RECOMMENDED THAT:** Bernie Voortman be elected as Regional Disability Concerns Advocate for Classis Hamilton.

#### **Agenda Item 10 – Overture Withdrawn**

After conversation with the Overtures Committee, the Candidacy committee decided to withdraw their overture to explore the matter further. Consequently, item 10 in the agenda will not be dealt with on the floor of classis.

#### **Agenda Item 11 – Changed**

No matters were raised that needed to be addressed by the Credentials Committee. However, an additional item will take its place for agenda item 11. Chris Schoon has accepted the position of Director of Faith Formation for the denomination and as such his job description needs to be approved under Church Order, Article 12-c as being compatible with that of a minister of the Word. The relevant documentation can be found at page 10. The synodical deputies will address this matter as well.

11. **RECOMMENDED THAT:** The job description of Director of Faith Formation with the Christian Reformed Church in North America be approved as consistent with the calling of a minister of the Word in accordance with Church Order, Article 12-c. and its Supplement.

May the Lord be with you as you prayerfully prepare for classis.

**PLEASE NOTE:** Printed copies of the Agenda and this Addendum will **NOT** be available at the meeting. Please bring your own printed or electronic copies.

Thank you,



Dick L. Kranendonk,  
Stated Clerk

[clerk@classishamilton.ca](mailto:clerk@classishamilton.ca)

289-239-7564

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1. DELEGATES AND ALTERNATES

<b>Church</b>	<b>First Name</b>	<b>Last Name</b>	<b>Title</b>
Ancaster CRC	Rita	Klein-Geltink	Pastor Delegate
Ancaster CRC	Ed	Hensen	Elder Delegate
Ancaster CRC	Stuart	Bootsma	Deacon Delegate
Ancaster CRC	Mark	VanBeveren	Deacon Alternate
Meadowlands Fellowship	Everett	Vander Horst	Pastor Delegate
Meadowlands Fellowship	Jeanette	Lodewyks	Elder Delegate
Meadowlands Fellowship	Marcia	Hosmar	Deacon Delegate
Hope	William	Koopmans	Pastor Delegate
Hope	David	Guichelaar	Elder Alternate
Hope	Ben	Schrik	Deacon Delegate
Hope	Fred	Reitsma	Elder Alternate
Hope	Chris	VanHouten	Deacon Alternate
New Street	Trudy	Sykes	Elder Delegate
New Street	Jenny Lynn	Vos	Deacon Delegate
New Street	Ingrid	Dykstra	Deacon Alternate
Faith	Lori	Steinginga	Elder Delegate
Faith	Audry	Vandermeulen	Deacon Delegate
Calvin	Ken	Benjamins	Pastor Delegate
Calvin	Brad	Dykman	Elder Delegate
Calvin	Mel	Elzinga	Deacon Delegate
Calvary	Gareth	Harker	Pastor Delegate
Calvary	Joe	Wassink	Elder Delegate
Calvary	Chris	Bosveld	Deacon Delegate
Calvary	Randy	Slump	Elder Alternate
Calvary	Ben	Boekenstein	Deacon Alternate
Hagersville Community	George	Elzinga	Elder Delegate
Hagersville Community	Charlie	Arends	Elder Delegate
Hagersville Community	Brian	Paterson	Deacon Delegate
First Hamilton	Chris	Schoon	Pastor Delegate
First Hamilton	Jules	de Jager	Elder Delegate
First Hamilton	Jan	Disselkoen	Deacon Delegate
Immanuel, Hmltn	Anthony	Elenbaas	Pastor Delegate
Immanuel, Hmltn	Martin	Joldersma	Elder Delegate
Immanuel, Hmltn	Sharon	Van Dokkemburg	Deacon Delegate
Immanuel, Hmltn	Neil	Groenewegen	Deacon Alternate
New Hope	Greg	Sinclair	Emerging Church
New Hope	Ginelle	Bucher	Emerging Church
Mt. Hope Community	Greg	Schuurman	Elder Delegate
Mt. Hope Community	Mark	Demik	Elder Delegate
Mt. Hope Community	Frank	Buwalda	Elder Alternate
Ebenezer	Wim	de Vries	Pastor Delegate
Ebenezer	Gerald	Nykamp	Elder Delegate
Immanuel, Smc	Jeff	Vandermeer	Pator Delegate
Immanuel, Smc	John	Oosterveld	Elder Delegate
Immanuel, Smc	Ann	Oosterveld	Elder Alternate
Bethel	Bruce	Adema	Pastor Delegate
Bethel	Walter	Klooster	Elder Delegate
Bethel	Pauline	Vander Velde	Deacon Delegate-am
Maranatha	Ben	Ponsen	Pastor Delegate
Maranatha	Frank	Riewald	Elder Delegate
Maranatha	Jake	Termorshuizen	Deacon Delegate
Maranatha	Maurice	Houwer	Deacon Alternate
Maranatha	Cor	Boekee	Elder Alternate

## 2. ORIENTATION FOR DELEGATES

### **Introduction:**

Classis consists of three delegates from each member congregation – a pastor, an elder and a deacon.

First-time delegates are asked to sign the *Covenant for Officebearers* at the registration desk.

*Delegate Credentials* are processed by the church council and are to be submitted by the Council, to the Stated Clerk via email prior to the classis meeting by your council clerk.

### **Duration of Classis Meetings**

- The meetings normally are held on Tuesdays. Start time is determined based on the length/needs of the agenda.

### **Classis Agenda:**

- The Classis Agenda will, ordinarily, be in the hands of church councils eight weeks prior to the actual meeting date of classis. This is done to allow each church council to review the agenda prior to sending delegates.
- Delegates are to thoroughly familiarize themselves with the classis agenda. The assumption is that the agenda has been discussed at the delegates' local council meetings.

### **Executive of Classis**

- The Executive consists of a Chair, Vice-Chair and the Stated Clerk. A Reporter is also appointed for each meeting and serves as the Vice-Chair at the next subsequent meeting.
- The chair is elected by classis in its October meeting to serve during the following calendar year. The vice-chair is appointed by rotation and the stated clerk is elected annually at the May classis meeting.

### **What May I Expect to Happen at Any One Classis Meeting?**

- First time delegates are to sign the Covenant for Officebearers.
- The Classis Agenda will, ordinarily, be in the hands of church councils eight weeks prior to the actual meeting date of classis, and so delegates should have it at that time as well.
- Delegates may be requested to serve in the following capacities:
  - **Prayer:** for the ministries of classis, concerns of classis and/or for individuals.
  - **Committee work:**
  - Delegates in teams of two churches may be asked to serve on one of its advisory committees, Credentials, Ad hoc (as determined by previous Classis or Classis Interim Committee) or Overtures & Appeals. They are expected to submit their recommendations at least three weeks prior to the classis meeting.
- Though there is a degree of flexibility (especially where there is silence on a matter), classis abides by its own Rules of Procedure together with the rules of the CRCNA Church Order in conducting its meetings. The Church Order is determined by Synod and is held in covenant by all CR churches. The classis Rules of Procedure are at:  
[http://www.classishamilton.ca/files/ClassisHamilton/rop\\_issue\\_2017\\_2.pdf](http://www.classishamilton.ca/files/ClassisHamilton/rop_issue_2017_2.pdf)

### **What Are Classis' Expectations of Me?**

- Be on time for all sessions of classis.
- Delegates are expected to review the agenda with their council, sharing the thoughts of their council on any particular agenda item. Delegates are not obligated to vote according to their council's wishes. Classis is a deliberative body and the freedom needs to remain for delegates to

vote on the basis of the best information or perspective presented at classis. (*Church Order*, Article 34; & *Manual of CRC Government*, Article 34, Commentary #'s 1 – 4.)

- If you do not understand the procedure, or it is not clear what is being discussed, or you are uncertain of the implications of a decision, ***please ask***. It is important that all delegates deliberate and vote with good awareness of what is going on. Classis would rather take a moment to ensure that, also for the meaningfulness of your time there, than try 'rush' through the agenda.
- You are expected to remain at classis until the meeting is formally adjourned. If there is an urgent need to leave, or if you will be replaced at some point by an alternate, you are to seek the permission of the chair who will seek the consent of the assembly.
- Be aware that classis is a deliberative body and may make decisions from time to time that you do not necessarily agree with.
- Strong objection to a decision of classis may be voiced by stating your objection. If you wish to have your objection recorded, you will need to submit a written statement (within 24 hours) indicating your objection and reason(s) why.
- Delegates should report to their councils the decisions made at the classis meeting.

### **What do the Acronyms Used at Classis Mean?**

It is always a challenge for persons coming to a meeting of an organization to understand the shortcut language often used. Part of that shortcut language is using acronyms. Here follows a list of more common ones often included in reports or heard at classis meetings.

- ARC – Audit Review Committee of Classis Hamilton
- CHCC – Classis Hamilton Candidacy Committee
- CHCMC – Classis Hamilton Campus Ministries Committee
- CHHMC – Classis Hamilton Home Missions Committee
- CHSCT – Classis Hamilton Safe Church Team
- CHYMT – Classis Hamilton Youth Ministry Team
- CIC – Classis Interim Committee (also serves as the corporation's Board of Directors)
- CMT – Classis Ministry Team
- CRCNA – Christian Reformed Church in North America
- DMC – Diaconal Ministries Canada
- EPMC – Ecclesiastical Program for Ministerial Candidates
- RCA – Reformed Church in America
- RoP – Rules of Procedure of Classis Hamilton

### **THE PURPOSE OF CLASSIS ACCORDING TO CRCNA CHURCH ORDER**

The purpose of classis cannot be clearly and easily stated. However, there are several aspects of classis and the classical structure that help to clarify the purpose of classis.

#### **I. Definition of Classis**

*A classis shall consist of a group of neighboring churches. The organizing of a new classis and the redistricting of classes require the approval of synod.* (Church Order, Articles 26 & 39)

"Article 39 defines the classical assembly as a group of neighboring churches. Each organized church belongs to a classis." (*Manual of Christian Reformed Church Government (MCRCG) 2017*, Commentary, Items 1. & 2., p. 170)

“The classis is the official assembly of a group of neighboring (broadly defined) congregations. It consists of three official delegates (a minister, an elder, and a deacon) from each congregation and ordinarily meets every four months (see Church Order Art. 39 and 40). However, there are a number of classes that now meet two times per year rather than the three stipulated in the Church Order. (MCRCG 2017, Commentary, Item 1. b. p. 107).

## II. Authority of Classis

*Classis is a major assembly established with the authority of Christ given to the church to exercise that authority over the councils of the local churches.*

“Each assembly exercises, in keeping with its own character and domain, the ecclesiastical authority entrusted to the church by Christ; the authority of councils being original, that of major assemblies being delegated.” (Church Order, Article 27-a)

“The essential authority of the church is to make the church what God calls it to be. Christ rules his church by his Word and Spirit. Each member, each special office, and each assembly is called upon to build up the body of Christ to fully represent him and do his work so that in all things his purposes may be accomplished in and through his church. Every member, officebearer, and assembly exercises this authority committed to the church by Christ.” (MCRCG 2017, Commentary, Items 1. a.-b., p. 109)

“The classis has the same authority over the council as the synod has over the classis.” (Church Order, Article 27-b)

“In matters that are properly the province of a major assembly, the Church Order declares that the major assemblies have authority over the minor assemblies—the classis has authority over the council...” (MCRCG 2017, Commentary, Items 2-b., paragraph 3, p. 110)

## III. Delegation

*The authority of classis is a delegated authority.*

“Each assembly exercises, in keeping with its own character and domain, the ecclesiastical authority entrusted to the church by Christ; the authority of councils being original, that of major assemblies being delegated.” (Church Order, Article 27-a)

“The major assemblies are duly constituted assemblies of the churches and consist of delegates authorized to ‘take part in all deliberations and transactions of the assembly and transacted in agreement with the Word of God and according to the conception of it embodied in the doctrinal standards of the Christian Reformed Church, as well as in harmony with the Church Order’” (MCRCG 2017, Commentary, Item 2- b., paragraph 2, p. 110)

“The classis is the official assembly of a group of neighboring (broadly defined) congregations. It consists of three official delegates (a minister, an elder, and a deacon) from each congregation and ordinarily meets every four months (see Church Order Art. 39 and 40). ... (MCRCG 2017, Commentary, Item 1. b. p. 107) “The point of Article 34 is that the major assemblies are representative of the congregations constituting the minor assemblies. It needs to be emphasized that the meetings of classes are meetings of churches and not meetings of ministers, elders, and deacons. The churches send delegates but the classis meeting remains a meeting of member congregations. ...Neither classes nor synod are “representative assemblies” like a legislature. Rather ...the assemblies of the church are “deliberative assemblies” in which the delegates that constitute the assembly are free to discuss and deliberate together for the wellbeing of the whole church

represented in that assembly. This representation binds the church together. Each member church of a classis, and each member classis in the denomination, must be fully aware of the fact that it has opportunity by way of overture, communication, or appeal, and also through representatives, to make its contribution to every decision adopted by a broader assembly. (MCRCG 2017, Commentary, Item 1., paragraph 3, p. 148)

#### IV. Unity of the church

“To express and maintain the broader unity of the church and to reach out beyond the local boundaries, councils (minor assemblies) unite in broader (major) assemblies called ‘classes’.” (MCRCG 2017, Commentary, Item 2. b., paragraph 1, p. 110)

“The advantages to three meetings a year that should not be given up except for good cause are:

- 1) the opportunity to respond to the agenda of synod,
- 2) more frequent contact among the churches,
- 3) closer supervision of the work of classis,
- 4) the distribution of the burden of the work over three meetings instead of two.” (Acts of Synod, 1985, p. 725)

“The point of Article 34 is that the major assemblies are representative of the congregations constituting the minor assemblies. ...*This representation binds the church together.* ... (MCRCG 2017, Commentary, Item 1., paragraph 3, p. 148)

#### V. Matters of Concern

*There are certain matters which are proper for classis to undertake and others with which classis should not concern itself.*

“Article 28: Matters Legally Before Assemblies

- a. These assemblies shall transact ecclesiastical matters only, and shall deal with them in an ecclesiastical manner.
- b. A major assembly shall deal only with those matters which concern its churches in common or which could not be finished in the minor assemblies.” (Church Order, Article 28 a-b)

“Article 28-b says that a major assembly shall deal only with matters that concern its churches in common or that could not be finished in the minor assemblies.

- a. Matters of common concern  
Projects and programs that can be carried on by the minor assemblies should be done by these assemblies and not by the major assemblies. A council should not ask classis to do work the council is capable of doing... However, church councils may refer to classis any matter that concerns all the churches of classis in common.” (MCRCG 2017, Commentary, Item 1., paragraph 3, p. 111-112)

Those matters of concern include the following:

- 1) Business matters that impinge upon all churches, e.g. examination of candidates for ministry. (Church Order, Articles 10, 23, 43, 82-84)
- 2) Accountability of the churches
  - i. Church Visitors (Church Order, Article 2)
  - ii. Discipline (Church Order, Article 82-84)

- 3) Provide advice to the churches—through Church Visitors (Church Order, Article 42)
- 4) Evangelism & Ministry of Mercy (Church Order, Article 75 a-b)
  - i. Assist local churches
  - ii. Perform evangelistic work through a classical home mission committee when that work is beyond the scope and resources of the local churches.
  - iii. Perform mercy ministries through a classical diaconal committee when that work is beyond the scope and resources of the local churches.
- 6) Provide financial assistance to those preparing for ministry by granting financial aid administered through a Student Fund Committee. (Church Order, Article 21)



3. COVENANT FOR OFFICE BEARERS

**COVENANT FOR OFFICE-BEARERS IN THE CHRISTIAN REFORMED CHURCH (2012)**

We believe the inspired Word of God as received in the Old and New Testaments of Holy Scripture, which proclaims the good news of God’s creation and redemption through Jesus Christ. Acknowledging the authority of God’s Word, we submit to it in all matters of life and faith.

We affirm three creeds—the Apostles’ Creed, the Nicene Creed, and the Athanasian Creed—as ecumenical expressions of the Christian faith. In doing so, we confess our faith in unity with followers of Jesus Christ throughout all ages and among all nations.

We also affirm three confessions—the Belgic Confession, the Heidelberg Catechism, and the Canons of Dort—as historic Reformed expressions of the Christian faith. These confessions continue to define the way we understand Scripture, direct the way we live in response to the gospel, and locate us within the larger body of Christ.

Grateful for these expressions of faith, we promise to be formed and governed by them. We heartily believe and will promote their doctrines faithfully, conforming our preaching, teaching, writing, serving, and living to them.

Along with these historic creeds and confessions, we also affirm the witness of Our World Belongs to God: A Contemporary Testimony as a current Reformed expression of the Christian faith that forms and guides us in our present context.

We also promise to present or receive confessional difficulties in a spirit of love and fellowship with our brothers and sisters as together we seek a fuller understanding of the gospel. Should we come to believe that a teaching in the confessional documents is irreconcilable with God’s Word, we will communicate our views to the church, according to the procedures prescribed by the Church Order and its supplements. Further, we promise to submit to the church’s judgment and authority.

We honour this covenant for the well-being of the church to the glory of God the Father, Son, and Holy Spirit.

***Delegates will be asked to indicate their affirmation of the Covenant by standing when asked by the Chair of Classis to do so.***

#### 4. ARTICLE 12-c DOCUMENTATION AND JOB DESCRIPTION

To: Classis Hamilton  
From: Council at First Hamilton CRC

Dear Classis Hamilton,

As you may have heard, our lead pastor, Chris Schoon, has accepted an invitation to serve the CRCNA as the Director of Faith Formation Ministries. He is scheduled to begin this new role on June 3, 2019. He will formally conclude his ministry here at First Hamilton on Pentecost Sunday, June 9, 2019.

In preparing for this transition, Pastor Chris has requested that First Hamilton CRC serve as his calling church, in order that he may serve as an ordained minister in this new role. We recognize that this new role falls under Church Order, article 12-c, specialized ministry. As such, before we can entertain calling Pastor Chris to this new role, Classis Hamilton, with the concurrence of the synodical deputies, needs to declare this position as fitting with the calling of a Minister of the Word.

By way of background, the Director of Faith Formation Ministries is similar to the position that Dr. Syd Hielema has served in since 2014. At the October 21, 2014 meeting of Classis Hamilton, Classis declared that position to be compatible with the calling of a commissioned pastor. Dr. Hielema is retiring from that position.

**Request:** Since there is a small change in the position classification (Team Leader to Director), a change in office (commissioned pastor to minister of the Word), and to fulfill the requirements of C.O. article 12-c, supplement a.4., **the Council of First Hamilton CRC requests that Classis Hamilton declare the Director of Faith Formation Ministries position to be fitting with the calling of a Minister of the Word, in accordance with Church Order, article 12-c.**

Supplement a. to C.O., article 12-c indicates:

“a. The calling church shall secure the prior approval of classis, with the concurring advice of the synodical deputies, for each new ministerial position, by providing classis with the following information:

- 1) The description of the official position (purposes, duties, qualifications, etc.) as determined by the calling church in consultation with cooperating agencies as applicable.
- 2) The evidence that the minister will be directly accountable to the calling church, including an outline of requirements for reporting to the calling church, and supervision by the calling church, in consultation with cooperating agencies as applicable.
- 3) The demonstration that the position will be consistent with the calling as a minister of the Word.
- 4) When any position having been declared by a classis to be “spiritual in character and directly related to the ministerial calling” . . . becomes vacant, this position shall be reviewed in light of Articles 11-14 of the Church Order before another call is issued.”

**Requirement 1:** We have attached a copy of the Director of Faith Formation position description.

**Requirement 2:** If this request is approved by Classis Hamilton and First Hamilton extends a call to Pastor Chris, the supervision arrangements will be such that Chris’ employment related supervision will be

through the Director of Ministry and Administration for the CRCNA, and supervision of his life and doctrine will be accomplished through the consistory of First Hamilton CRC. The supervision of life and doctrine will involve Chris sitting down with our elders at least once per year for an extended conversation, and as needed in between these annual visits. This arrangement with the council of First Hamilton CRC would be similar to the accountability structure we have with Rev. Greg Sinclair and Rev. Josiah Bokma, whose credentials we also hold.

**Requirement 3:** According to C.O., article 11, “The calling of a minister of the Word is to proclaim, explain, and apply Holy Scripture in order to gather in and equip the members so that the church of Jesus Christ may be built up.” The Director of Faith Formation Ministries is responsible for setting a discipleship vision for the CRCNA and for leading the FFM team in equipping congregations and classes as they nurture the life-long (cradle-grave) faith journey of their members. In serving as the voice and ears of the Faith Formation Ministries throughout the CRCNA, the Director’s role has stated priorities to speak, teach, and write in ways that call the denomination to walk more fully and faithfully with Jesus Christ, and that equips congregations, staff, and pastors to disciple those in their care. When requested by local congregations, these priorities will include serving as a guest preacher and administering the sacraments. We believe that the nature of this position and these priorities are fitting with the calling of a minister of the Word, as identified in C.O., article 11.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. de Jager', with a stylized flourish at the end.

Julius de Jager  
FHCRC Clerk of Council

**Christian Reformed Church in North America**  
***Discipleship and Faith Formation Ministries***

**POSITION DESCRIPTION**

**Job Title:** Director  
**Reports to:** Director of Ministry and Administration  
**Department:** Faith Formation Ministries  
**Status:** Fulltime, salaried  
**Salary Grade:** XVI

**PURPOSE:**

The director develops the vision and strategy for Discipleship and Faith Formation Ministries in consultation with the DMA, the team and ministry leaders throughout the denomination. He/she serves as the denominational voice and ears for DFFM, embodying the responsively respectful posture at the heart of this ministry. The director works closely with the DFFM team collectively and individually, encouraging the strengths of each member to shine and the team to function as a closely-knit, fruitful body.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Articulating and refining the mission, vision and strategy.
  - a. Prepare mission, vision and strategy documents, and revise these (together with the team) as circumstances require.
  - b. Coordinate the mission, vision and strategy with discerned patterns of need in the CRCNA, denominational ministry plans and the plans of partner ministries as is possible.
  - c. Engage in research and writing that strengthens DFFM's mission, vision and strategy.
  - d. Develop and implement strategy in the area of youth ministry.
2. Serving as the voice and ears of the ministry.
  - a. Represent DFFM within binational CRCNA ministry structures.
  - b. Speak and/or lead workshops that implement the DFFM mission throughout the CRCNA.
  - c. Write materials that implement the DFFM mission.
  - d. Together with the DFFM team, practice listening strategies that will enable the ministry to work from a deep sense of what lives in congregations throughout the denomination and be nimble, flexibly, and respectfully responsive to what is heard.
3. Team management and care.
  - a. Chair weekly team meetings.
  - b. Supervise the DFFM team; receive monthly written reports from each member of the core team, and hold a one hour one-on-one monthly conversation with each core team member.
  - c. Coordinate the gifts and strengths of each team member with both the needs of the ministry and the collective team dynamics; seek the flourishing of each team member.
  - d. Prepare a monthly team leader's report for discussion with the entire team.

- e. Discern ministry priorities together with the team.
4. Administration.
- a. Prepare weekly reports for the Director of Ministry and Administration, and meet with the DMA biweekly.
  - b. Prepare and administer the DFFM budget.
  - c. Serve on the Ministry Plan Development and Administration Group.
  - d. Serve on the Canadian Ministries Team.

### **SUPERVISORY RESPONSIBILITIES**

1. DFFM core team (3 staff, 1.95 FTE)
2. PT regional catalyzers (number to be determined)
3. Administrative staff (2, very PT)

### **QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Faithfully exemplifying a strong, vibrant, personal Christian faith marked by spiritual humility and moral integrity with a membership in a CRC (or willing to become a member of a CRC).
2. Demonstrated commitment to the pursuit of God's mission in North America through the church and reconciliation ministry in diverse, racial, and ethnic communities.
3. Effective oral and written communication skills.
4. Capacity to integrate big picture visioning, creative strategizing and sturdy implementation.
5. Demonstrated interpersonal, relational and teamwork skills.
6. Strong adaptive leadership skills.
7. Flexible, able to adapt to changing priorities.
8. Demonstrated success in leading and supporting organizational change.
9. A working knowledge of the CRC is critical.

### **EDUCATION AND EXPERIENCE**

1. Relevant Masters degree is required.
2. Minimum of ten years experience in ministry (congregational and/or otherwise; some congregational experience is essential).
3. Significant leadership experience.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Periodic travel throughout North America

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.