

Executive Team MINUTES

MEETING @ SHAWNEE PARK CHURCH

Thursday, Aug 23, 2018, 1pm—3:30pm

The purpose of Classis Grand Rapids East is to be a community of congregations that encourage, equip, and challenge one another to be vibrant and missional.

The purpose of the Executive Team is to carry out designated functions of classis and act on behalf of classis as needed between meetings of classis.

Present: Nick Hopkins, Karl Westerhof, Priscilla Brink, Al Mulder, Lori Wiersma.

Absent with notice: Joy Bonnema, Jeanne Engelhard

1. OPENING: Nick read Luke 10:1-12 and lead in an opening prayer.

2. AGENDA/MINUTES

- a. We reviewed and approved the Agenda for the day.
- b. The 2018-6-19 EXEC TEAM MINUTES were received as printed.

3. TREASURER'S REPORT

- a. FY 2018 financial report for 6 months ending 8-15-2018 was received for information.
- b. The search for a new Treasurer, with leads being pursued by Nick, Karl, and Lori. Al will email the pastors with a request for leads.

4. MINISTRY COORDINATORS REPORT

- a. Proposed Educational/Mission Themes for 2019
The MPT proposes to continue developing the theme of Loving Your Neighbor, with the Leadership Development team taking the lead in January 2019, and Safe Church making a Circles of Grace presentation in May 2019.
- b. CRC Safe Church is hosting a bi-national on **#Equipped in our #MeToo World** on Sept 21-22 in the Grand Rapids area (mailers have been sent directly to all CR churches).
- c. A Church Safety and Security Seminar will be held on Saturday, Sept 22 at Cornerstone Church along 68th Street. Flyers will be mailed to the churches.
- d. **Our classis' Starting & Strengthening Churches Team, in cooperation with Resonate Global Mission and Calvin Theological Seminary, is hosting Tod Bolsinger (author of Canoeing the Mountains, and staff at Fuller Seminary) for a day-long seminar on leading in changing times – for pastors, ministry leaders, students, council members, and the like. It is scheduled for Friday, February 15, 2019 – at Church of the Servant. PLEASE RESERVE THE DATE; more information come.**
- e. Lori and Al gave an overview of their conversations with the Lead Pastors, and touched especially on feedback regarding the educational/mission hour, and appreciation for

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grant ministry. Lori also commented on a strong interest in classis sponsoring a pastor's retreat, possibly in February 2020 (see summary themes, page 8).

5. RECOMMENDED BUDGET FOR CLASSIS GR EAST 2019

See proposed budget, separate document, to be sent with these minutes.

6. MISCELLANEOUS ORDINATION STATUS MATTERS

- a. **Steve Agler**, commissioned pastor), working very part time with Marketplace Chaplains and full time at Lakeland Healthcare (in the South Haven area) in peer recovery/addictions counseling. He hopes that with additional staff being hired this week, that he'll be able to work with the Spiritual Care department to integrate spiritual care and chaplaincy into his work. He has applied with R.C Freedom Ministries for his second unit of CPE, and if accepted will begin January 29, 2019. Steve will be eligible for provisional endorsement once he has actually begun his 2nd unit of CPE.
- b. **Minister Josiah Chung** – on loan status remains pending since summer of 2017. In June 2018 Pastor Josiah reported that he has met with the stated clerk of Classis Hudson, Rev. Mary Stegink, and has been invited to join the joint classis (Hudson/Hackensack) meeting this fall, where he anticipates a time for him to be better engaged with what God is doing in the CRC churches in the area. The Stated Clerk has the required documentation from Cornerstone United Methodist church in Ridgewood, NJ here Pastor Josiah serves. As of 8.23.2018 we are awaiting written agreement from the stated clerk of Classis Hudson.
- c. **Minister Cindy De Jong**. Approval requested for transferring the ecclesiastical credential of Cindy De Jong from Second Fremont, MI (calling church for Ludington, MI) by way of Classis Muskegon and Classis GR East to Neland Ave CRC. APPROVED.
- d. **Minister David Kromminga**. Per a phone call from the chair of the Sherman Street elders, All Nations CRC in Nova Scotia has agreed to serve as David Kromminga's calling church in his ministry as a Resonate missionary in Germany, and therefore David requested that his ecclesiastical credential be transferred from Sherman Street to All Nations. Request APPROVED by ET, pending receipt of the required completed form.
- e. **MW LaRae Kuperus** was given an enthusiastic re-endorsement by Chaplaincy and Care Ministry, subject to review and renewal every five years.
- a. **MW Laurie Stagge**, is serving as Chaplain with Hospice of the Chesapeake in Maryland, with Grace CRC serving as her calling church. A Covenant of Joint Supervision includes the understanding that she will identify a new calling church within Classis Hackensack by the end of this two-year period. There is no church within easy commuting distance,

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and Grace requests that it be permitted to continue to hold the credentials of Rev. Stagge.
APPROVED.

- f. **Minister Harvey Stob**, emeritus, had his ecclesiastical credential transferred from Ann Arbor MI CRC to Madison Square.
- g. **Minister Wayne Ten Harmsel**, emeritus, had his ecclesiastical credential transferred from Mountain View CRC in Lynden, WA to Madison Square.

7. REQUESTS FOR EXTENSION OF ELIGIBILITY FOR CALL.

(Church Order, Article 17,c. “A minister of the Word who has been released from active ministerial service in a congregation shall be eligible for call for a period of two years, after which time the classis, with the concurring advice of the synodical deputies, shall declare the minister to be released from the ministerial office. For weighty reasons the classis, with the concurring advice of the synodical deputies, may extend the eligibility for call on a yearly basis.”)

a. **Aminah Al-Attas Bradford**

Sherman Street Council endorses the attached request for an extension of eligibility for call for Aminah Bradford, in keeping with the weighty reasons contained in her letter (see pages 9-10).

ET recommends approval of this request, and invites the concurrence of the synodical deputies.

b. **Nathaniel Al-Attas Bradford**

Sherman Street Council endorses the attached request for an extension of eligibility for call for Nathaniel Bradford, in keeping with the weighty reasons in his letter (page 11).

ET recommends approval of this request, and invites the concurrence of the synodical deputies.

Note: ET also advises, as Nathaniel intimates, that he seek an approved call for the ministry in which he is engaged.

c. **Katrina Schaafsma**

Sherman Street Council endorses the attached request for an extension of eligibility for call for Katrina Schaafsma, in keeping with the weighty reasons in her letter (page 12).

ET recommends approval of this request, and invites the concurrence of the synodical deputies.

8. REQUESTS FOR APPROVAL OF POSITION DESCRIPTIONS

(Church Order, Article 12, c. “A minister of the Word may also serve the church in other work which relates directly to the calling of a minister, but only after the calling church has

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demonstrated to the satisfaction of classis, with the concurring advice of the synodical deputies, that said work is consistent with the calling of a minister of the Word.”)

a. Katherine Hirschberg

The Council of First CRC is seeking to call Pastor Katherine Hirshberg as Minister of Visitation at First Church. The Council has included Katherine’s position description (see page 13), and is grateful to God for her willingness to serve in this important position. Katherine served faithfully as co-pastor at Mosaic Community Church in Fremont before returning to First Church once her son, Benjamin, was born. Her gifts of pastoral care will minister to those at First who are unable to participate fully in the life of our church.

ET APPROVED this position as consistent with the calling of a minister of the Word, and requests the concurrence of the synodical deputies.

b. Bruce Vaandrager

The Council of First CRC is seeking to call Pastor Bruce Vaandraager to his position as Executive Director of Pastoral Services at Hope Network. Bruce’s letter to the Council and his job description are included as attachments and speak clearly how his ordination connects to his responsibilities. The Council gives thanks to God for leading Bruce to serve the kingdom in a ministry that walks alongside of those often at the margins of society (see position description, pages 14-16).

ET APPROVED this position as consistent with the calling of a minister of the Word, and requests the concurrence of the synodical deputies.

9. REQUEST FOR RELEASE FROM OFFICE OF MINISTER OF THE WORD IN THE CRC

(Church Order, Article 14,b. *“A minister of the Word who resigns from the ministry in the Christian Reformed Church to enter a ministry outside the denomination shall be released from office by the classis with an appropriate declaration reflecting the resigned minister’s status and with the concurring advice of the synodical deputies.”*)

In the Supplement to Article 14,b “Synod encouraged the churches and classes

- 1) To recognize carefully the conditions and circumstances of a particular case that may come to their attention (e.g., whether it be a formal or a de facto resignation) and, having done so,
- 2) To make a declaration reflecting the resigned minister’s status that is appropriate to the way and spirit in which the minister acted during the time leading up to and including the minister’s resignation from office. Such a declaration could reflect one of the following:
 - a) The resigned minister is honorably released.
 - b) The resigned minister is released.
 - c) The resigned minister is dismissed.
 - d) The resigned minister is in the status of one deposed.”)

In a letter dated June 30, 2018, Minister Ricardo Tavaréz requested release from ordination as a Minister of the Word in the CRC. In response to his request, the Elders of Madison

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Square Church request that Classis Grand Rapids East grant Rev. Ricardo Tavarez to be released from Ministry in the Christian Reformed Church (option b).

ET recommends that this request be approved by classis, and that classis request the concurrence of the synodical deputies.

Note: The August 5 request from the Madison Elders and the June 30 letter from Rev. Tavarez will be forwarded to the synodical deputies in advance of classis, and will be distributed to the delegates at the Sept 20 meeting of Classis in executive session.

10. SEPTEMBER 20 MEETING OF CLASSIS

- a. Worship planning with host church.
- b. Recognition/welcoming of new pastors
 - 1) Karen Campbell, Church of the Servant – arrived from Ireland August 8.
 - 2) Andrew Mead, Church of the Servant – has begun serving as co-pastor.
 - 3) Cindy De Jong, Neland Ave – installation scheduled for Sept 9.
 - 4) David Sung, Woodlawn/Living Water – installed by Woodlawn on Aug 12
- c. World Renew agreed to delay until Jan 2019 for a verbal report to classis, but will set up a display and share a written report at this Sept 20 meeting.

11. PRESENTATION/DISCUSSION OF 2016 STUDY REPORT RE SAME SEX MARRIAGE

- a. At its June meeting ET formulated the following advice and recommendations which it agree to review at its August 23, 2018 meeting, as follows:
To schedule 1.5 to 2.0 hours at the Sept 20, 2018 meeting of classis for a summary presentation and discussion of the 2016 classis study report re homosexuality and same sex marriage, with understandings that include the following:
 - 1) That members of the study committee be asked to conduct the presentation.
 - 2) That the purpose of the presentation be to assist delegates and interested others to better understand the 2016 study report for use by member churches as a “helpful resource” in their ongoing “study and discussion within the context of the education, fellowship, and worship activities of the churches, also in relation to the 1973 report of Synod” re homosexuality.
 - 3) That member churches be encouraged to engage in ongoing study and discussion, with the assistance of options that include but are not limited to:
 - a) The provision of study guides, with the help of former study committee members, for use by member churches.
 - b) Presentations in the churches by former study committee members.
 - c) Attend C.A.L.L. courses led by former study committee members or arrange for similar courses in (multi) congregational venues.
 - d) Facilitate and recruit persons to participate in The Colossian Way forums for discussing gender and sexuality.
 - e) Augment study and discussion of the report with other available resources such as from Hole in My Heart Ministries, The Center for Faith, Sexuality, and Gender, and the like.

Grounds:

- Classis accepted this 2016 study report as a helpful resource for further study and discussion by its member churches.

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- Classis also offered the report to Synod and all CRC churches as an additional resource for ongoing study and discussion regarding pastoral guidance for dealing with same-sex marriage and related matters.
 - Many classis delegates indicated their lack of familiarity with the report.
 - Careful listening and learning by way of ongoing study and discussion is critical to “maintaining the unity of the Spirit through the bond of peace” (Eph 4:3).
- b. Earlier in August the Stated Clerk sent the following Bulletin Announcement to the churches, for announcing *at least once in August, and again on September 9 and 16.* ***Why do some Christians affirm same-sex marriage?*** While adhering to the CRC's official position regarding homosexuality, more than two years ago Classis Grand Rapids East commissioned a study on *The Biblical and Theological Support Currently Offered by Christian Proponents of Same-Sex Marriage*, and posted the report on its website for study and discussion. Realizing that many leaders and members are not familiar with the report, Classis will host a summary presentation on **Thursday, Sept 20, 2018, 7 to 9pm, at Shawnee Park CRC, 2255 Tecumseh SE in Grand Rapids.** The presentation will be led by members of the study committee. Congregational leaders and other interested persons are invited to attend, and are encouraged to read the report in advance. Go to <http://classisgreast.org/wp-content/uploads/2017/01/ClassisGREastreSSMStudyReport2016.pdf>
- c. Communication from Eastern Ave Council to ET dated Aug 6, 2018
The council of Eastern Avenue supports the scheduling of 1.5 to 2.0 hours at the Sept 20, 2018 meeting of classis for a summary presentation and discussion of the 2016 classis study report re homosexuality and same-sex marriage and encourages Classis to continue this discussion at both the classical and congregational level.
- d. Pastor David Beelen shared with ET a lengthy letter of appreciation and concern regarding the report, and requested the advice of ET regarding whether and how to share its contents. ET advised that he seek the advice of the former study committee members.
- e. Pastor Bill De Vries, who also served as chair of the study committee, met with ET to report on plans and the report presentation on September 20.

Notes and comments:

- 1) The primary intent of the two hours is to help delegates and other interested persons better understand the content of the proponents of the SSM report.
- 2) All members of the (former) study committee have been willing and eager to re-engage in presenting the report to an audience.
- 3) Bill will be MC-ing the two hours, with carefully timed six presentations led by study committee members, with opportunity for discussion.
- 4) Both delegates and other interested persons will have opportunity for questions and comments following the respective presentations.
- 5) The officers will be meeting prior to Sept 20 to clarify various process concerns.
- 6) The meeting venue for the presentation will be the Shawnee Park sanctuary.

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12. MISCELLANEOUS OTHER MATTERS

- a. A Summary of 2018 Synod Decisions for Classes was included in the Agenda Supplement, and will be shared with delegates of classis via the Classis Agenda.
- b. A Classis Contracta is scheduled for October 18, 2018, starting with dinner at 5:30pm, for the examination of ministerial candidates Deb Koster and Bradly Zwiers.
- c. In light of ET’s usual “plethora” of credentialing matters, would ET prefer that Pastor to Pastor Al Gelder attend ET rather than MPT. ET advised (1) that he be copied the ET Agenda in advance of our meetings in the event there are credentialing matters re which he would like to offer the clerk insight and advice, and (2) that he continue to meet with ET periodically to reflect on the scope and experiences of his ministry, for ET feedback and support. ET also observed that no that Al G has attended several MPT meetings, it would be his decision whether attending MPT is a judicious use of his time.
- d. Concern was expressed regarding the amount of information provided on the Sherman Street Church website regarding Stedford Sims and Step of Faith. The clerk was advised to correspond with the Clerk of Sherman Street Council to advise removing all but the most basic relevant information.

13. UPCOMING MEETINGS

- a. Fall Classis Meeting Sept 20, 2018, 4pm—8:30pm at Shawnee Park
- b. Fall Classis Contracta Oct 18, 2018, 5:30—8:30pm at Woodlawn
- c. **Executive Team Meeting Wed, Oct 24, 2018, 1—3pm at Shawnee Park**

14. CLOSING PRAYER by Priscilla Brinks

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Themes from Conversations Classis GR East Pastors In dialogue with Al Mulder & Lori Wiersma March to June 2018

1. CLASSIS MEETINGS

a. Hospitality and Encouragement

- Deepen hospitality among pastors and delegates (seating deacons with deacons, elders with elders, pastors with pastors) at times...not always by church
- Introduce first time pastor delegates at Classis, possibly via brief interview
- Build more prayer into agenda, stop to pray for guidance, for thanksgiving
- Appreciation for church reporting and prayer time around the churches of classis

b. Participation and Facilitation

- Continue to encourage continuity with delegates to Classis for one, two and possibly all three years of their term. This could be their designated church role.
- Deacons generally feel engaged in the meetings
- Appoint a worship team for a year, versus planning worship led by host church?
- When Classis decisions are to be made give more attention to presentation of motion, with short history, church order implications, etc.
- Make a practice of developing grounds for motions to Classis

c. Educational Hour

- General appreciation for variety of educ sessions
- Build small group interaction into educ hour session when possible.
- Consider an annual mission theme for classis (and for educ hour) for greater impact

3. EXAMINATIONS

- Enjoy the Contractas, but are there ways to improve the sermon eval and biblical theological exams to still be thorough but take less time?
- devote more time getting to know the candidate and their calling and passions
- appoint a task force to review and make recommendations re conducting examinations (examine solo or in group, time savings, new procedures, when classis or contracta, etc.)

4. GRANT MINISTRY & CLASSIS STAFF

- generally high appreciation for Classis grants
- Give 90 day notice to GR East churches about grant availability and due dates
- affirmation of Classis staff

5. PASTORAL SUPPORT

- Pastor Retreat to build community and prayer and encouragement
- Encourage creativity in pastor to pastor role; e.g. convening individual and group conversations

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From Aminah Bradford

Dear Sherman Street Church Council,

Greetings from Durham, North Carolina. I am writing to you to request an extension of my eligibility for call while I continue in the Doctor of Theology program at Duke Divinity School.

I was ordained at Sherman Street CRC in 2012 after being called to continue in my work at Calvin College as an associate chaplain, a position I shared and served in with my husband, Nate Bradford, from 2008-2015.

During that time, I discovered that I am wired to write and minister in a deeply theological mode. I also found satisfaction and hope and joy in my work mentoring seminarians who were training for ministry. Finally, I also became increasingly concerned as I watched students and colleagues and my own family struggle to steward what it means to be human in a world whose pace, hyper-technologized, and over commodified approach to food, land, bodies and time left us all feeling alienated from the lives God has given us.

My theological study at Duke continues to attend to these realities that emerged while in ministry in Grand Rapids. I also continue to be grateful for the time to carefully study the theology of the church. It has deepened my faith and my embrace of orthodoxy and mystery. Somehow I know more and less than I did three years ago, an unnerving reality given that comprehensive exams are around the corner! My studies continue to haunt my days in that whether I am picking beans, chasing chickens, tucking in kiddos, grading exams or going for a run, I wrestle with the mystery and the miracle of God made known in Christ and through creation. What a gift--these good days.

At the vocational level, my research is preparing me to teach theology. I have precepted courses in Church history, New Testament Interpretation, and Theology. Teaching continues to be a joy and one of the only times where I feel like my past ministry experience and my age give me a leg up. (Most of the time I continue to feel quite humbled by the caliber and capacity of my mostly younger colleagues). But when I teach, I feel the presence of the Spirit loving and brooding in a way that I imagine we are all being made new. What joy. Many of my students will go on to become pastors or theologians in the academy and I love that I get to participate in their training and formation. Often this means cajoling them into letting go of crusty presumptions about the text so that they can let the text have its way. I love that I get to model both critical theological curiosity and obedient trust and affection for God and God's Word.

My writing and research are oriented around what it means to steward our humanity in ways that honor and attend to our interdependence with the rest of creation. This also entails deep investigation into Christology and Pneumatology—two loci of my dissertation.

When I left for Duke, I was not sure that I could or wanted to contribute as a theologian but this has been an encouraging year in that respect. In December 2017 I completed all my coursework. I recently published an article in the journal of *Philosophy, Theology and the Sciences*, I will be presenting a paper at the 2018 gathering of the American Academy of Religion, am writing a chapter with a group of Calvin College faculty on Christian Ecological Stewardship, and became a doctoral fellow at the Forum for Theological Exploration. Beyond these opportunities, my favorite moment this year was presenting at a

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secular symposium on “planetary humanities.” It was a fascinating experience to be a scholar who was automatically suspect because she was “religious.” This was the year that I learned what it means to lose face in the academy because of my faith... and then to gain it back because of my contributions. It was a terrifying joy to get to weave/sneak in concepts of fallen humanity, and hope in something beyond human intelligence in a room full of people who have moved “beyond” faith, ethics and any sort of normative thinking because they are so intelligent. In the past, I had only seen theological study as tool to serve the church directly, whether through training pastors or teaching its young adults. This year I began to see mission in simply being a Christian academic. I wouldn’t say I feel called away from serving the Church as directly as possible in the future, only that in the meantime, I see the real need for Christians who can be in rooms that I find to be dark and foolish at best and depraved at worst.

To that end, I would like to say that I have been grateful for the mooring of both the CRC and my ordination in it. These feel like strange and strained times, at Duke Divinity, if not also in the church and in our nation. I often feel like an old fuddy duddy as almost everything seems up for grabs. And of course, delving into early Christian texts and post-modern critical theory can do a number on one’s faith and I’ve always been prone to doubt, if only because I believe so deeply in the God I cannot see. I have held my mind, heart and hands open and arrive at the beginning of year four with real, deep faith, thanks to God, and our local church. My faith feels more childlike, more solid and more joyful than it has in my entire adult life.

I have funding for five years and do hope to complete my work in about that amount of time.

I am excited about the work I am doing and see plenty of ways my research and preparation can fit into future ministry as an ordained minister or teacher in the CRC and in the meantime am grateful for the opportunity to continue in my theological training as preparation for future ministry.

Currently, I am not leading in our church as we recently switched churches for health reasons related to the building. We do hope to return to our church but in the meantime are delighting in being at a tiny church down the road that continues to feed our family’s faith. It has been a delightful season of soaking up the gifts of Wesleyan and now Episcopalian expressions of worship...even as I acknowledge the differences between these and my own reformed tradition.

Thank you for your considering extending my eligibility for a call, for prayer over these years, and for receiving us with such warmth and interest when we visit. It was a delight to worship with you this past June. I pray that the Spirit guides you as you continue to worship together,

The grace and peace of the Lord Jesus Christ be with you,
Aminah Bradford

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From Nathaniel Bradford

31 July 2018

Dear SSCRC Council,

I'm writing with the hopes that you would extend my call to ordination. I've requested this in the past and it was fairly straight forward because I had nothing much to say beyond the equivalent of "I hope to be in ministry again when family life allows." Thankfully this was enough for you to keep up my ordination in the past. I'm even more thankful that I can offer a bit more today in terms of my connection to formal ministry. Specifically, this past year, I served as a psychiatric hospital chaplain intern and I'm currently looking forward to a two-year, part-time chaplain residency in a traditional hospital which I begin this week.

It's worth saying that I absolutely loved my Clinical Pastoral Education experience this past year. My long term hope is to end up working with populations of people either in prison and/or returning to our communities from prison. Given that psych issues are common amongst prison populations, I feel very fortunate to intern in a psychiatric setting. Beyond the learning edges specific to psych, I found CPE training offered several new ministry (and life) tools that I cherish for the ways they have and will continue to help me in my calling to ministry and to be a caring person in God's creation.

My supervisor's encouragement was a significant gift within the internship as well. He pushed me to look further into the world of CPE and the result, at this point, is the residency. I certainly don't know the future but I'm interested in exploring the option to continue on the CPE track in order to become a CPE certified educator. In this dream, I'd be doing so in order to bring CPE into the prisons through a program like Calvin's Prison Initiative.

Getting back to the present, I'm in the process of working with the denomination to see about having my current position as a resident be a ministry that I'm officially called to. I'm not sure if a hospital chaplain residency is an obvious position to be called to or not but I will be sure to keep you posted. Whether it is or not, I still hope that Sherman Street can extend my call so that I can participate in ordained ministry in the (hopefully very near) future.

Thanks so much for considering this request.

Hope and Peace,

Nathaniel Bradford

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From Katrina Schaafsma

July 5, 2018

Dear Council of Sherman Street Church,

With gratitude for all your support from my first days in ministry until now, I am writing to request that you ask Classis's support in extending my ministerial credentials for another year. As you are aware, I continue to work toward the completion of my Doctor of Theology in Old Testament and Preaching at Duke Divinity School. At this point, I have completed year 3 of 5, and I expect to graduate in 2020. This is an intense program, which requires my full-time engagement in both scholarly and teaching work, and so I do not find it possible during these years to engage much in practical ministry outside the academic setting. At the same time, I find great joy in the work I am already able to do in the classroom, coaching students as they preach their first sermons and begin to engage the scriptures at a graduate level . . . with all the fears and excitements these new tasks bring them. And I am expectantly hopeful that, by God's grace, the strong training and experience in biblical interpretation and pedagogy I am currently receiving (frankly, I am at times astonished to have this joy), will be of more direct service to the church in the future.

Love in Christ,
Katrina Schaafsma

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Position Title: Minister of Visitation at First Christian Reformed Church

Purpose Statement: The Minister of Visitation will provide pastoral care for the members of First Church who are unable to attend worship services on a regular basis due to age or health issues.

Key Responsibilities:

1. Regular visitation of members unable to regularly attend worship.
2. Offering the sacrament of Holy Communion during select visits.
3. Coordinating a Visiting Care Team who will make regular visits to our members.
4. Recruiting and training of members for the Visiting Care Team.
5. Establishing and implementing systems of accountability and reporting for the Visiting Care Team.

Qualification Criteria: (Spiritual, Educational, Professional, Experience)

1. Deep love for our Triune God and desire to serve in his kingdom
2. Passion to serve those who due to age or health issues are unable to attend worship services
3. Masters of Divinity is preferred, given the role the Lord's Supper plays in selected visits
4. Experience of collaborating with a team and providing training for team members

FLSA Status/Hours: This position is a volunteer role of approximately 2 - 5 hours per week.

Reporting Relationship: The Minister of Visitation reports to the Senior Pastor and communicates regularly with Shepherding Elders. The Personnel Team will evaluate performance on an annual basis. Attending monthly staff meetings is encouraged.

Date Updated: August 14, 2018

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2018 Job Description

TITLE: Executive Director Pastoral Services
DEPARTMENT: Pastoral Services
FLSA STATUS: Salaried/ Exempt
MANAGER: Chief Human Resource Officer/Dotted line to CEO
DATE: July 1, 2018

Job Objective Summary:

The Executive Director of Pastoral Services is a key associate at Hope Network whose primary responsibilities include administration and strategic oversight of Hope Network Pastoral Services that is consistent with the mission and values of Hope Network.

Essential Functions and Responsibilities:

This is not intended to be an exhaustive listing of job functions. This job description in no way states or implies that these are the only functions to be performed by this employee. The employee is required to follow any other instructions and perform any other duties as assigned by management as long as duties are lawful, ethical, and within best business practices.

1. Responsible for developing and implementing a comprehensive pastoral care strategy to meet the diverse spiritual needs of clients consistent with Hope Network's holistic provision of services.
2. Responsible for providing worship opportunities and other meaningful spiritually enriching experiences for Hope Network clients.
3. Responsible to provide regular and appropriate pastoral visits and contacts for persons served within Hope Network.
4. Lead recruitment, hiring, orientation, and performance management for employees with the Pastoral Services department.
5. Conducts public speaking engagements and workshops within the communities that we serve that result in increased awareness and understanding of the spiritual needs of persons served and the importance of inclusion within religious communities.
6. Responsible for developing ecumenical relations with local, non-Christian, faith communities represented by the diverse population of clientele.
7. Maintains a recognized mission presence within the organization, demonstrating service excellence and positive interpersonal relations in dealing with others, including consumers, employees, families, volunteers, and community members.
8. Fosters awareness, knowledge, and understanding of Hope Network's mission, particularly the manner in which the mission stems from a commitment to the Christian foundations established by predecessors.
9. Function as resident theologian to advise leadership on matters of justice, advocacy, and ministry to persons who have historically been marginalized in society due to their disabilities or other physical or mental challenges.

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10. Participates in select community and/or religious advisory or advocacy boards or committees on behalf of persons with disabilities, mental illness, or other similar services provided by Hope Network.
11. Works collaboratively with the President and C.E.O. to define, interpret, and execute Hope Network's Christian mission and vision.
12. Provides strategic counsel to the President and Chief Executive Officer and associated key leadership teams as requested. Areas of consultation include mission and culture integration, values-based decision making and ethical discernment.

Educational / Talent Requirements:

1. Masters degree in Divinity or Theology from an accredited university or seminary.
2. Must be ordained or certified.
3. Strong communication skills—both verbal and written.
4. Qualified to preach or teach in Christian church settings.
5. Demonstrate empathy and active listening skills with clients and employees.
6. Ability to maintain confidentiality.
7. Ability to work independently and within a team setting.
8. Ability to exercise good judgment and discretion.
9. Demonstrate active listening skills with clients and employees.
10. Ability to connect with and navigate with diverse cultures while exercising diplomacy.

Work Experience Requirements:

1. Five-seven years in church related or para-church organization ministry.
2. Five plus years of previous supervisory experience.
3. Strong administration and program development skills.
4. Previous experience developing and maintaining a departmental budget.
5. Must have the ability to travel and work in the field at least 40% of the scheduled work week.
6. Must have a valid driver's license and meet agency driving standards.

Performance Requirements:

1. Responsible for the development and maintenance of church and other strategic partnerships.
2. Ability to develop and maintain positive relationships with key and essential stakeholders both within and those external to Hope Network.
3. Modeling and encouraging servant leadership skills across the network.
4. Accountability to the budget; making adjustments as needed.
5. Ability to work collaboratively; providing input and guidance in matters that may impact the message of Hope Network both internally and in the communities in which we serve.

CLASSIS GRAND RAPIDS EAST – EXECUTIVE TEAM

Behavioral Expectations / Accountabilities:

1. Support the mission, vision, and values of the organization.
2. Treat others and their ideas with respect and dignity and be able to embrace diversity and inclusion throughout the organization. When appropriate laugh, smile and have fun at work.
3. Set a good example for others. Be proactive and take ownership and accountability for your actions. Know when and how to apologize when something goes wrong. Focus on the solution, not on blame.
4. Maintain the highest standards of honesty, integrity, and communication.
5. Insist on excellence and be accountable to one another.
6. Build group cohesiveness and pride throughout teamwork. Be informed and teach your team around you to empower others to make the best decision.
7. Demonstrate confidence in Hope Network and its workforce in all areas of the community.
8. Value and promote creativity and the change process.
9. Be a good communicator and listener; be available and visible while responding positively, assuming you can help.
10. Develop yourself to your highest potential by always being able to go above and beyond expectations.
11. Active participation in Quality, Safety, and Persons We Serve satisfaction initiatives.
12. Maintain and protect persons we serve rights and privacy at all times under all HIPAA guidelines and have the highest level of confidentiality.
13. Report all convictions of crime to the proper persons in Talent Management.