



**Christian  
Reformed  
Church**



# **Opportunity Profile**

**TRANSITIONAL EXECUTIVE DIRECTOR**  
CHRISTIAN REFORMED CHURCH OF NORTH AMERICA-CANADA CORPORATION

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**NELSON/KRAFT**  
AND ASSOCIATES

# EXECUTIVE SUMMARY

The Christian Reformed Church of North America–Canada Corporation (CRCNA) is seeking a Transitional Executive Director who will communicate a clear and compelling vision that inspires ministry leaders and partners to advance the binational mission of the CRCNA in Canada.

The Transitional Executive Director should be pastoral, and demonstrate a strong, vibrant Christian faith marked by spiritual humility and moral integrity. They will be a skilled diplomat, with previous board governance experience, and a firm and confident leader with a passion to build meaningful relationships with Canadian and binational staff, pastors, classes and congregations.

This is a two year appointment, with the possibility of extending it into a third year.



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# WHO WE ARE



The Christian Reformed Church in North America (CRCNA) is a diverse family of healthy congregations, assemblies and ministries expressing the good news of God's Kingdom that transforms lives and communities worldwide.

The mission of the CRCNA as people called by God is to:

- Gather to praise God, listen to him and respond,
- Nurture each other in faith and obedience to Christ.
- Love and care for one another as God's people,
- Commit ourselves to serve and to tell others about Jesus,
- Pursue God's justice and peace in every area of our life.

The CRCNA includes just over one thousand congregations in both Canada and the USA. The CRCNA has 241 organized and emerging congregations across Canada with 79 Canadian staff.

To find out more, please visit our website - [www.crcna.org](http://www.crcna.org).

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# PARTNERSHIPS & WORKING RELATIONSHIPS

The Transitional Executive Director's responsibilities with respect to the CRCNA Office of General Secretary, ministry leaders, and partners are outlined in the relevant organizational charts associated with the Structure and Leadership Taskforce Report.

The Transitional Executive Director-Canada will work with the following CRCNA leaders:

- General Secretary of the CRCNA: governance agreements, synodical activities, and ecumenical affairs,
- Chief Administrative Officer: administrative and financial affairs.
- Canadian Ministries Team: contextualized ministry plan.
- Ministry agency leaders.
- The administrative staff that serve the CRCNA churches in Canada.

## REPORTS TO

The Transitional Executive Director reports to and serves at the pleasure of the Board of Directors of the CRCNA-Canada Corporation.

## DIRECT REPORTS

Members that directly report to the Transitional Executive Director are identified in the table of organization for the Canadian Office.

# ROLES & RESPONSIBILITIES

## MISSION

- Serves as an effective partner with the CRCNA-Canada Board of Directors and the CRCNA in nurturing a culture that advances a shared mission for the Christian Reformed Church in Canada.
- Ensures that each ministry agency and ministry partner is strategically and operationally aligned with the mission.
- Prompts and mobilizes missional engagement in the Christian Reformed churches in Canada by imagining possibilities, promoting learning opportunities, sharing stories and best practices, and facilitating the use of resources for mutual learning.

## STRATEGY

- Serves as an effective leader and partner in the design, development, implementation, and evaluation of a Canadian Ministry Plan, as approved by the CRCNA-Canada Board.
- Ensures that the joint ministry planning system advances the priorities in the CRCNA Ministry Plan through the relevant ministry agencies and partners in Canada.
- Ensures that the culture of ministry planning and integration is based on a cycle of strategic thinking, planning, innovation, and evaluation.
- Ensures the fostering of relationships among Canadian staff, Canadian classes, and individual Christian Reformed churches.



## GOVERNANCE

- Serves as an effective partner in the governance and oversight of the CRCNA-Canada.
- Promotes a governance partnership between synod, the Council of Delegates, the CRCNA-Canada Board, and Canadian ministry boards.
- Assists the CRCNA-Canada Board in fulfilling its fiduciary responsibilities and maintains compliance with governmental rules and regulations.
- Expands board capacity, builds board leadership, and promotes best governance practices and continuous improvement.
- Carries out board directives and communicates appropriate information to ministry leaders and partners.

## OPERATIONS

- Builds an organizational culture that promotes partnership, innovation, and accountability.
- Brings administrative and ministry leaders, partners, and staff together to ensure consistent implementation of Joint Ministry Agreements approved by the CRCNA-Canada Board of Directors.
- Operates an administrative and ministry leadership system that builds staff capacity, engagement, learning, satisfaction, and succession.
- Oversees capital and operating budgets, ensuring that they achieve budget metrics and outcomes.

## COMMUNICATIONS & COMMUNITY AFFAIRS

- Serves as the spokesperson for the CRCNA in Canada on matters of communication with the government and of public pronouncement.
- Participates in local and national ecumenical activity and engages in national partnerships through bodies such as the Canadian Council of Churches, the Evangelical Fellowship of Canada, and others.
- Participates in classical and regional church meetings in Canada and consults with congregations, classes, and synodical deputies on matters dealing with church polity, Church Order interpretation, synodical decisions, and ecclesiastical procedures.
- Performs other duties as assigned by the CRCNA-Canada Board.

# QUALIFICATIONS

## CHARACTERISTICS & COMMITMENTS

- Exemplifies a strong, vibrant Christian faith marked by spiritual humility and moral integrity.
- Is a member of the CRCNA or is willing to become a member.
- Provides encouragement, support, and leadership to the staff and to the broader church across Canada.
- Understands the life and polity of the CRCNA.
- Possesses the ability to provide leadership within a multiagency and binational denomination.
- Has the capacity to listen and learn.
- Exhibits the ability to bridge diverse perspectives and to inspire trust.
- Has executive presence.
- Effectively stewards the authority of the position.
- Demonstrates sound judgment and wisdom in decision making.
- Has compassion for people who are disenfranchised.

# LEADERSHIP SKILLS & EXPERIENCE

- Working with and/or service on a governing board.
- Possessing administrative and organizational ability in working collaboratively with others.
- Training and experience as a specialized transitional pastor an asset.
- Developing and implementing organizational strategy and ministry plans.
- Leading significant organizational change in complex organizations.
- Bringing people of diverse backgrounds and experiences together to achieve shared strategies, priorities, plans, and/or goals.
- Developing people through coaching, mentoring, and learning programs.
- Overseeing and integrating regulatory requirements into policies, processes, and joint agreements.





## EDUCATION & EXPERIENCE

- Master's degree in divinity, theology, or a relevant discipline such as administration, education, leadership.
- An MBA or master's degree in a related discipline is strongly preferred.
- Familiarity with the Christian Reformed denomination as a whole and its Canadian context with regard to its history, churches, ministry leaders, and partners.
- Knowledge of the Church Order and competency in interpreting the same.
- Knowledge and understanding of the Canadian regulatory framework for charitable organizations in Canada.
- Ten years of ministry experience in church/parachurch organizations.

# SEARCH PROCESS

## OUR SEARCH TEAM



**KEITH KNIGHT**  
LEADING THE SEARCH

Keith has a long career in leadership development, communications and marketing. Over the past decade he served as Executive Director of the Canadian Christian Business Federation, a national network of Christian business and professional leaders.

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He served as director of communications with the Christian Reformed Church in North America, then director of communications with The Presbyterian Church in Canada. He served on the global board of the World Association for Christian Communication and as president of the Institute for Faith, Culture and Technology.

He has served in leadership roles throughout his life, both within his church community and the broader provincial, national and international communities. He thrives on relationship-building and discovering organizational and individual needs. Keith says that his passion is "people and helping them flourish."



**JEFF PITCHFORD**  
SUPPORTING THE SEARCH

Jeff is an accomplished Senior Executive, with over 25 years of leadership experience across the chemical manufacturing and food processing industries. He wears many hats including Business Consultant, Executive Coach, Board Member, Forum Chair and Birkman Certified Professional. Jeff specializes in leadership development and team-based business success. He is passionate about developing leaders and building high performance teams.

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# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline for this search:

**Application Deadline:** February 15, 2022

**Start Date:** March 15, 2022

**Location:** Burlington, ON

## HOW TO APPLY

Forward your resume and cover letter to [info@nelsonandkraft.com](mailto:info@nelsonandkraft.com).

Please note, qualified candidates for this search must be a Canadian resident and eligible to work in Canada at the time of application.

Nelson/Kraft & Associates Inc. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.