

## **CRCNA Position Description**

Executive Director – Canada

### **Scope of the Position**

The Executive Director, in partnership with the Board of Directors of the CRCNA-Canada (Canada Ministry Board), will communicate a clear and compelling vision that inspires ministry leaders and ministry partners to advance the bi-national mission of the Christian Reformed Church in North America (CRCNA) in Canada. The Executive Director will ensure the Canadian Ministry Plan, approved by the CRCNA-Canada Ministry Board, is aligned with the CRCNA Ministry Plan.

The Executive Director will lead and oversee the ministry leaders and staff in Canada in accordance with CRCNA Canada Ministry Board approvals and joint ministry agreements as well as those legally required to be performed by a registered charity in Canada.

### **Reports to:**

The Executive Director reports to and is accountable to the CRCNA-Canada Ministry Board.

### **Partnerships and Working Relationships:**

The Executive Director's relationship with the CRCNA Office of the General Secretary, ministry leaders and partners are outlined in the relevant Joint Ministry Agreements approved by the Canada Ministry Board. The Executive Director will work with the following CRCNA Leaders:

- a. General Secretary CRCNA: Governance Agreements, Synodical Activities and Ecumenical Affairs.
- b. Chief Administrative Officer (Office of General Secretary): Administrative Affairs.
- c. Ministry Partners

### **Supervises and Oversees:**

The Executive Director supervises and oversees the administrative staff and ministry leaders that serve the Christian Reformed Church in Canada, and jointly with the US Director of Operations, supervises and oversees binational staff as required.

### **Direct Reports:**

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

### **Roles and Responsibilities:**

#### **1. Mission:**

- a. Serves as an effective partner with the Canada Ministry Board and the Canadian churches in nurturing a culture that advances a shared mission for the Christian Reformed Church in Canada.

- b. Ensures each ministry agency and ministry partner is strategically and operationally aligned with the mission.
- c. Prompts and mobilizes missional engagement in Canadian CRC's by imagining possibilities, promoting learning opportunities, sharing stories and best practices, and facilitating the use of resources for mutual learning.

**2. Governance:**

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

**3. Strategy:**

- a. Serves as an effective leader and partner in the design, development, implementation and evaluation of a Canadian Ministry Plan ensuring it is aligned with the Acts of Synod and the CRCNA Ministry Plan.
- b. Ensures that the joint planning system advances the priorities in the CRCNA Ministry Plan through the relevant ministry agencies and partners in Canada.
- c. Ensures the culture of the Ministry Planning and Integration is based on a cycle of prayer, strategic thinking, planning, innovation, and evaluation.

**4. Operations:**

- a. Builds an organizational culture that promotes partnership, innovation, and accountability.
- b. Brings administrative and ministry leaders, partners and staff together to ensure consistent implementation of Joint Ministry Agreements approved by the Canada Ministry Board.
- c. Operates an administrative and ministry leadership system that builds staff capacity, engagement, learning, satisfaction and succession.
- d. Oversees capital and operating budgets ensuring they achieve budget metrics and outcomes.
- e. Oversees an integrated system of organizational policies and practices that ensures that the decisions made by Synod, Council of Delegates, CRCNA Canada Board of Directors are in compliance with the CRA.

**5. Communications and Community Affairs:**

- a. Serves as the spokesperson for the CRCNA in Canada on matters of communication with the government and of public pronouncement. Engages

with provincial and federal authorities in regard to rules, regulations that impact the operations of CRCNA– Canada.

- b. 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.
- c. Participates in classical and regional church meetings in Canada in partnership with the General Secretary and consults with congregations, classes, and synodical deputies on matters dealing with church polity, Church Order interpretation, synodical decisions, and ecclesiastical procedures.

## **6. Other Duties:**

- a. Performs other duties as assigned by the CRCNA Canada Board.
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The following portion is not part of the job description that would be circulated, but will be used in determining the qualifications of applicants.

## **Qualifications:**

### **1. Characteristics and Commitments:**

- a. Exemplifies a strong, vibrant Christian faith marked by spiritual humility and moral integrity.
- b. Is a member of the CRCNA, or possesses the willingness to become a member.
- c. Understands the life and polity of the CRCNA.
- d. Possesses the ability to provide leadership within a multiagency and binational denomination.
- e. Has the capacity to listen and learn.
- f. Exhibits the ability to bridge diverse perspectives and inspire trust.
- g. Has executive presence.
- h. Effectively stewards the authority of the position.
- i. Demonstrates sound judgment and wisdom in decision making.
- j. Shows compassion for all people.

### **2. Education and Experience:**

- a. Master's degree in Divinity, Theology, or a relevant discipline such as administration, education, leadership.
- b. Ordained as a Minister of the Word or a Commissioned Pastor in the CRCNA, or willing to pursue ordination.
- c. Acquainted with the Christian Reformed denomination as a whole and its Canadian context with regard to its history, churches, ministry leaders and partners.
- d. Possesses knowledge of the Church Order and is competent in interpreting the same.

- e. Possesses knowledge and understanding of the Canadian regulatory framework for charitable organizations in Canada.
- f. Possesses ten years of ministry experience in church/parachurch-related organizations with five years of senior level administrative experience.
- g. Oral or written fluency in French is beneficial, given Canada enjoys two official languages.

**3. Leadership Skills and Experiences:**

- a. Has experience working with and/or serving on a Governing Board.
- b. Possesses administrative and organizational abilities in such measure as to be able to plan and work collaboratively with others.
- c. Has developed and implemented organizational strategy and ministry plans.
- d. Has led significant organizational change in complex organizations.
- e. Has brought together people of diverse backgrounds and experiences to achieve shared strategies, priorities, plans and/or goals.
- f. Has experience developing people through coaching, mentoring, and learning programs.
- g. Has understanding of overseeing and integrating regulatory requirements into policies, process and joint agreements.