

Reformed Church in America (RCA)
Holland Classis – Holland, Michigan
Job Description

Position **Holland Classis Coordinator**
Reports to **Classis Executive Committee**
Schedule **Contracted position, 24 months, renewable**
 30 hours per week, with prorated benefits through the RCA

Mission and Vision of Holland Classis

Holland Classis is called by God, sustained by prayer, and empowered by the Holy Spirit to be the very presence of Christ in the Holland community. With the RCA, the Classis serves cooperatively the Holland community, proactively supports the ministries of the Classis and its churches (*and settings for specialized ministry*), and creatively sows new worshiping communities.

Role of Position

The Holland Classis Coordinator will help the Holland Classis live out its mission and vision.

Qualifications, Skills and Competencies

- Profess a sincere faith in Jesus Christ and demonstrate a love and commitment to the Reformed Church in America
- Ordination as Minister of Word and Sacrament in The Reformed Church in America (preferred, not required)
- Skills in leadership development
- Interpersonal warmth as well as skills in organizational tasks
- Ability to work independently and with other leaders
- Good understanding of the RCA Book of Church Order

Essential Duties (Others may be assigned)

- Understand and perform the work of a Reformed Church in America Stated Clerk, including denominational responsibilities
- Assist the Classis Executive Committee in organization of the stated sessions of Classis
- Equip and encourage the efficient and productive functioning of Classis committees
- Encourage congregations and Classis members to develop relationships and collaborate with one another and with the broader church of Christ, in mission and service
- Maintain the Classis database and website
- In collaboration with the classis Treasurer, develop and propose an annual operating budget

To apply send a letter of introduction and resume addressed to: hollandclassissearch@gmail.com

Applications are due by March 15, 2018.