

Job Title: Canadian Church Relations Liaison for Calvin Theological Seminary

Reports To: Director of Admissions and Enrollment Management

Status: This is full-time year-round position *

Overview

The Canadian Church Relations Liaison (CCRL) is a “pastor-ambassador” who builds and strengthens bridges between Calvin Theological Seminary (CTS) and Canadian churches and ministries. The CCRL seeks to further the mission of Calvin Seminary by promoting CTS’s strategic initiatives, identifying new ministry leaders, and building connections between ministry networks. The CCRL cultivates mutual understanding, service, communication, collaboration, and appreciation between CTS and key ministry partners in Canada. The person in this position may also be asked to teach courses at CTS as an adjunct faculty member. This is a three year appointment with the possibility of a renewable appointment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Advocate and Promote

- a. Promote the mission and strategic initiatives of CTS to Canadian ministry partners. Initiatives include distance and residential degree programs, *Dig* youth theology program, CTS Centers and Institutes, and continuing education.
- b. Identify and cultivate opportunities for CTS and Canadian Churches and Ministries to partner and advocate for one another.
- c. Represent CTS in local churches through guest preaching and/or teaching.
- d. Engage with Canadian CRCNA classis meetings to encourage collaborative relationships and good communication.
- e. Identify leaders who can serve in governance or advisory roles at CTS.
- f. Help churches to identify and encourage emerging leaders to enroll in CTS distance and residential degree programs.

2. Disciple and Discern

- a. As a member of the CTS Admissions Team, advise and provide vocational guidance to emerging leaders as they consider applying and enrolling at CTS.
- b. Encourage churches to nominate high school students to participate in the CTS summer youth theology program: *Dig* (formerly FYF).
- c. Encourage churches to identify, develop, and call emerging leaders into vocational ministry.

3. Connect and Discover

- a. In collaboration with the Director of Alumni Engagement, expand efforts to build and maintain relationships with CTS alumni in Canada.
- b. Assist the CTS Vocation Formation Office by networking and identifying contextual learning opportunities, internships, and fellowships in Canadian churches and ministry contexts.
- c. In the spirit of continuous improvement and needs assessment, coordinate and host regular listening sessions with alumni and ministry leaders in Canada.
- d. Build cooperative relationships with Canadian trustees on the board of Calvin Seminary.
- e. Attend key conferences and gatherings in order to network with ministry leaders.
- f. May be asked to teach Seminary on-line courses as an adjunct faculty member.



4. Continuing Education

- a. Assess continuing education needs and wants in Canadian churches and ministry contexts and regularly report findings to Calvin Seminary.
- b. Develop continuing education resources. This may include curating/facilitating continuing education events and programs that are tailored to Canadian ministry contexts. CCRL leads and coordinates workshops, in-person consultations, and online learning opportunities.

5. Other duties as assigned by the Director of Admissions and Enrollment Management or Calvin Theological Seminary.

EDUCATION AND EXPERIENCE

- Earned master's level theological/ministry degree.
- Ministry leadership experience.
- Ordained or willing to become ordained in the Christian Reformed Church in North America is preferred, including the role of Commissioned Pastor.

COMMUNICATION SKILLS

- Strong writing, editing, and oral communication skills in English are essential.

OTHER SKILLS AND ABILITIES

- Ability to teach, counsel, persuade, promote, advocate, and work with people to get results
- Ability to create and maintain systems that result in effective collaboration and organized projects
- Networking and convening skills - ability to quickly develop rapport and build interpersonal relationships with ease
- Collaboration and team skills
- Project management - able to initiate, coordinate, and follow through with multiple projects at once
- Entrepreneurial spirit and creativity in developing new concepts from idea to implementation

DECISION MAKING/JUDGMENT

This position involves managing projects and/or assignments requiring some decision-making authority and the ability to take initiative. Major decision-making will be accomplished in consultation with supervisor(s).

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, the person must be familiar with or willing to learn about and respect the Christian Reformed Church in North America and her constituencies. A living, vibrant Christian faith and active church membership are essential.



PHYSICAL DEMANDS/WORK ENVIRONMENT

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. The work in this position is performed within routine office conditions, including prolonged sitting and standing, use of a personal computer and telephone (eye and hand strain), occasional lifting up to 50 pounds and usually without exposure to hazardous or unpleasant conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOCATION

The person in the position would live in a strategic location in Canada and be an employee of the Canadian Office of the CRCNA. This position includes regular travel across the provinces of Canada, to Grand Rapids, MI, and other places as assigned.

*Calvin Theological Seminary is also open to considering two part-time employees to share all the duties of this role for pastors or others who are interested in a part-time or bi-vocational arrangement.