

Pastor Job Description

With God's grace and with the help of the congregation of Second Christian Reformed Church, Grand Haven, the pastor will facilitate a continual process of discerning and clarifying the ministry vision and goals of Second CRC, providing leadership that ensures that the vision and goals of the church are being implemented through the various ministries of the church. In this role, the pastor, according to the form for ordination and installation of pastors, is a servant both of Christ and of the church; is a steward in the household of God; is a teacher to explain the mystery of the gospel; is a shepherd who cares for the flock; and is an ambassador and a herald of the king.

In keeping with the general calling of a pastor, Second CRC anticipates that its pastor would be an organic part of the church's ministry and fellowship as a whole, using God-given gifts for the advancement of God's Kingdom as it is carried out at Second CRC. At the same time, Second Christian Reformed Church identifies these three areas of ministry as primary duties of the pastor:

- **Preaching and Worship:** The pastor "...will preach the Word; be prepared in season and out of season; to correct, rebuke and encourage..." (2 Tim. 4:2), administer the sacraments of holy baptism and the Lord's Supper, participate in planning of liturgical worship, and continue to engage the congregation in implementation of worship that reflects the vision and goals of the church.
- **Pastoral Care:** The pastor visits the members of the congregation, calls on the sick and suffering, comforting those who mourn, admonishing those who stray, counseling those in need of guidance, holding in trust those matters confided in counsel or confession, and encouraging the weak.
- **Strategic Outreach:** The pastor should "engage in and promote the work of evangelism". In this role, the pastor shall provide strategic leadership to the church with the goal that Second Church will be increasingly responsive to the outreach and mission calling of the church in all aspects of its life and ministry.

It is the prayer of Second Church that, as excerpted from the Form for the Ordination/Installation of Ministers, "The pastor may enable us, as a congregation, to listen gladly and attentively, recognizing in the pastor's words the voice of the good Shepherd, strengthen us in the work of the ministry so that we may be the salt of the earth and the light of the world, and help us, together, to endure the heat of the day and the darkness of the night."

CHURCH PROFILE FORM

Church Information:

Name: Second Christian Reformed Church
 Location of church: Grand Haven Michigan
 Classical Church Counselor: Rev. John Huyser

Search Committee Contact:

Name: Jameson Goorman (Chairperson)

 Cell: 616-843-1755
 Email address: SecondCRCGHSearch@gmail.com

Community Setting:

Location	Function	Growth
Rural	X Industrial	X Growing
Small Town	College/University	Static
Metropolitan	Agricultural	Declining
X Suburban	X Recreational	
Inner City	Military	
X Small City	X Bedroom Community	

Approximate population of community: 46,000 in Tri-Cities Area

Church Profile:

We are open to:

- Male and Female pastors
- Female pastors only
- Male pastors only

List all staff positions:

- Interim Pastor
- Parish Nurse
- Coordinator of Student Ministries
- Coordinator of Children's Ministries
- Administrative Assistant
- Custodians (2)

Position Available: **Pastor**

Date of vacancy: January 2022

General position description: Pastor

Full-time or Part-time: Full-time

Bi-vocational position: No

Number of years preferred of ministry experience of potential candidate: 3 or more

Required languages: English

Church Demographics:

Profile of church members:

Age Demographics:

0-11	12-18	19-24	25-34	35-49	50-64	65+
8.7%	9.0%	5.4%	8.7%	12.5%	15.6%	39.5%

Occupation Demographics:

Business	Professional	Trades	Stay-at-home	Agriculture	Retired	Student	Other
31%	19%	10%	3%	1%	33%	2%	1%

Percentage of members belonging to the congregation:

Membership Length	%
Less than 5 years	4%
5-10 years	6%
10+ years	90%

Racial/Ethnic composition of congregation and surrounding community (2020 Census Data):

White	Hispanic	Black	Asian	Other
95.4%	2%	0.6%	1.4%	0.6%

Composition of congregation:

- Mono-Cultural
- Multi-Cultural
- Specific Ethnicity

List the last three persons in this position:

1. Rev. Laura de Jong 2017-2022
2. Rev. Michael D. Koetje 2004 - 2014
3. Rev. Edward Tamminga 1995 - 2004

Worship:

How are members involved in planning and participation in the liturgy/worship?

- Liturgy Committee: Previously, our worship was being planned by our Pastor and the Minister of Worship. In vacancy we have gone back to our former model, with four members planning worship each week. Our Minister of Worship transitioned to a new career slightly before we became vacant. Since we do not know the talents of the person God will lead us to, the Council is waiting before we determine how best to plan worship moving forward.
- Music: Second Church has a rich musical culture, with Bell Choir, Brass Ensemble, Sanctuary Choir, and Praise Group. We enjoy the talents of both organists and pianists leading in worship each week. The Praise Group has evolved as we have learned to expand our love of music to newer hymns and songs that are chosen so that the congregation can learn and sing them well over time. The pianist currently leads rehearsals for this group each week. We have yet to discern how this role will be filled moving forward.
- Lay Participation: We have a strong culture of lay participation in worship. During vacancy, members are taking responsibility for congregational prayer, and for opening services with welcome and announcements. We often engage members to participate in readings, especially during significant church year events such as Lent or Advent.
- Liturgists: Members participate on a weekly basis by leading various parts of the liturgy, offering the congregational prayer, and speaking on topics that keep the congregation informed about the life and activities of the church.
- Technical Support: Members of all ages are present in our control booth, responsible for sight and sound support each Sunday.
- Visual Arts: Members are active in banner making and hanging, as well as seeing that the sanctuary is graced with seasonal flowers.

Describe the worship services in your church:

- Liturgical in nature: Second Church has always valued a liturgical flow in worship, which was confirmed during listening events with the congregation as a result of the Renewal Lab process. Since structure and pattern are important components, most services incorporate a dialogue between God and his people, containing the opening of worship, confession and assurance, prayer and offering, hearing the Word, and being sent out to serve.
- Blended or convergent in nature: Through the work of our worship planners, Second Church continues to use hymns and contemporary songs in our worship on a regular basis.
- Participation by members: As noted above, members participate in leading various

portions of the liturgy as well as music and dance.

- **Vocal participation:** In addition to members who lead both individually and as members of the various musical groups, the congregation of Second Church is and always has been a congregation that has a passion for singing both old and new songs, supported by strong musical leadership.

Describe the discipleship practices in your church for all ages of members and attenders:

- **Adult:** Second Church has had active participation in Life Groups, as well as leadership and active attendance of men and women in various Bible studies. There is also a vibrant Adult Education program on Sunday, a weekly Prayer group, Prayer Partners, and Tool Time, a Bible study especially for men.
- **Youth and Children:** There are well-attended middle and high school groups, as well as Sunday classes during and after the worship service for ages 4 through high school. The Youth Groups participate in Mission Trips to various countries including, most recently, Cuba. There is also a Cadet program as well as a GEMS program participated in by a group of local churches. The children and youth ministries also offer several inter-generational events each year on various topics that promote interaction and learning for all ages, along with Prayer Partners where we match individual youth with individual adults.
- **Physical and Emotional Health:** We are blessed with a Parish Nurse who not only attends to our physical needs, but also works to enhance emotional health and spiritual growth within the congregation. There are also a variety of groups that foster discipleship through friendship while enjoying activities such as exercise, reading, and knitting.

Building/Financial:

Financial:

Item	Amount	% Met (Last Reported)
2022 Annual Budget	\$511,865	
2021 Annual Budget	\$520,650	101%
Denominational Ministry Shares	\$78,230	100%
Classical Ministry Shares	\$10,295	100%
Amount Contributed Above Budget/Shares	\$101,101	
Faith Promise Fund	\$56,423	
Building Maintenance Fund	\$24,317	
Video System Upgrade Fund	\$6,930	
Special Offerings Fund	\$24,317	

Facilities:

- Traditional sanctuary w/ hearing aid loop, video projector & video/sound systems
- North hall:
 - gym
 - large meeting room
 - projection screen
- Full kitchen off atrium & north all
- Atrium / art gallery area between sanctuary & north hall
- Basement:
 - youth gathering area
 - many classrooms
 - two nurseries (infant and children)
 - second kitchen
- ADA Access: YES / elevator for 3 levels plus ramp to sanctuary

Are your buildings adequate for your ministries?

Yes X No _____

If no, please explain:

Is a building program projected?

Yes _____ No X

If yes, describe what and when:

Does the church own a parsonage?

Yes X No _____

Location of office or study: Within the church building (main site)

Compensation:

The salary range we are prepared to offer our new pastor is based on the CRC Minister Compensation Survey for our area: YES

If other, please specify: \$50,000 - \$75,000

The average annual increase for this position over the past three years is: 2%

Housing:

Housing allowance

Parsonage only

Either of the above

Benefits and expenses:

Pension (Church contributes 100% to Ministry Shares)

Medical insurance

Life insurance

Social Security or Canada Pension

Travel/mileage

Continuing Education funds

Continuing Education time allotted

Sabbatical policy in place

Annual vacation (# weeks): 4 weeks

Other (please specify) _____

Church Characteristics:

[Check which one(s) are closest to your church's characteristics]

Presently, the FOCUS OF OUR CHURCH'S MINISTRY is

	The community exclusively	The community primarily	The community & current member equally	Current members primarily	Current members exclusively	
External				X		Internal

	Designed for unchurched	Emphasis on unchurched	Unchurched & believers	Emphasis on believers	Designed for believers	
Unchurched				X		Churched

	Contemporary	Mostly contemporary	Blended	Mostly traditional	Traditional	
Contemporary			X	X		Traditional

	Predominantly lay leaders	Frequent lay leaders	Lay leaders & pastoral staff share leadership	Lay leaders function under pastoral leadership	Predominantly pastoral staff	
Members			X			Staff

Our church seeks to ENCOURAGE SPIRITUAL GROWTH through

	No specific ministries	Ministries for a few groups	Ministries for selected groups	Ministries for most groups	Ministries for all groups	
Informal				X		Formal

In our church, EVANGELISM STRATEGIES AND METHODS are

	Predominantly unplanned	Generally unplanned	Equal emphasis	Generally planned	Predominantly planned	
Unplanned				X		Planned

Our church is representative of the ECONOMIC DIVERSITY of our community

	Strongly representative	Mostly representative	Moderately representative	Mildly representative	Weakly representative	
Representative				X		Not Representative

Our church is representative of the ETHNIC DIVERSITY of our community

	Strongly representative	Mostly representative	Moderately representative	Mildly representative	Weakly representative	
Representative		X				Not Representative

Our church's RESPONSE TO COMPASSION, MERCY, AND JUSTICE NEEDS is

	Commitment to church-based action	Encouragement of church-based action	Church-based and personal action	Encouragement of personal action	Commitment to personal action	
Church-based			X			Personal

Our church's MISSIONAL FOCUS is

	All local	Mostly local	Equally local and global	Mostly global	All global	
LOCAL			X			Global

Narrative:

Do you have a recently articulated mission/vision for ministry? **Yes**

Note on Mission Statement:

For a number of years the mission statement for Second Church has been “Glorify God, Grow in Christ Together, and Give of Ourselves.” The Renewal Lab process resulted in Second Church adopting a Mission Statement that expresses the deep pattern of longing found in our membership for more meaningful connection with each other and with those outside of our fellowship.

Mission Statement:

As a church we desire to be a congregation with:

- **Hearts Broken in Surrender to Christ**
This way of life addresses the need to be the kind of community in which people are so aware of their own brokenness and need of the gospel that this community becomes a safe and welcoming community for all, members and visitors alike.
- **Hearts Full of the Love of Christ**
This way of life addresses the need for our life together to contain transformational worship and authentic community that is so strongly marked by the love and joy that is the overflow of Christ’s love for us that all who come into contact with Second Church experience the love of Christ even before they hear words about the love of Christ.
- **Hearts Open to Following Christ**
This way of life exhibits an eager willingness to step out in faith and courage, obedient to the call of Christ to be the light of the world.

In what ways does your church participate in ecumenical activities?

- Participation, both corporately and individually, in Love In Action, a local community aid organization, CARES International (formerly International Aid), a relief/mission organization, and the CROP Walk, an ecumenical fund raising event for Church World Service.

Reflect on your strengths/gifts as a church:

- **Caring & Support:** Second has compassionately demonstrated a long and consistent dedication to stepping in when people need support during times of crisis or health concerns

- **Hospitality:** There is a welcoming atmosphere displayed by our congregation to visitors on Sundays and during the many weekly activities that take place in our building.
- **Outreach & Service:** There has always been an attitude of quiet servanthood apparent in the congregation, with participation in Friendship Club (host site), January Series (host site), Atrium Art Gallery, Adult Education, Refugee Sponsorship, showers for brides and soon-to-be mothers in the congregation, Gideons International, Love In Action bi-weekly food trucks, St. John's Episcopal Church Loving Spoonfuls program, blood drive, community voting host site, and many other opportunities for fellowship and service in the church and community.
- **Gratitude and Generosity:** In response to God's blessings in our lives, the congregation has met the budget each year, supported a strong Faith Promise program in missions, and paid denominational ministry shares each year. It has provided strong support for Christian education at all levels, as well as generosity and participation in local and global mission work through a variety of organizations.
- **Artistic Creativity:** There exists a strong desire to glorify God through the use of a myriad of talents present in the congregation. Our blended worship includes organ, piano, strings, flutes, brass, bells, guitars, drums, and dance. There has always been an interest in the visual arts and, with the completion of a renovation in 2003 the Atrium Art Gallery became a reality, celebrating the gift of artistic expression by members as well as collections from professional visual artists.
- **Education for all ages:** Although small in numbers, our nurseries and children's programs are well thought out and executed, with active involvement by many members. Educational opportunities continue for all ages with a vibrant youth group program for middle and high school students, including annual mission trips. Connections, a community friendly Bible study offered two times each week for women; Tool Time, a men's study group on Saturday mornings; and an enriching adult education program on Sundays. Safe Church practices, guided by an active team, provide education and training for those in all facets of leadership.

Reflect on your passions as a church:

- **Worship:** We have a strong history and emphasis on a meaningful and authentic Reformed worship service, with growing appreciation for lay participation in many aspects of the service. As a result of participation in Renewal Lab, a program offered by Calvin Theological Seminary, there is a growing passion for transformative worship: worship that transforms our hearts and propels us outward into the world around us. We continue to work at combining our love for the liturgy of worship with a more heartfelt and spontaneous expression of our faith.
- **Intergenerational Community:** Small group ministries continue, with a renewed emphasis on including all ages. For many years Second Church has had Prayer Partners, a program that matches children through high school with adult members for prayer and support.

Each summer our Vacation Bible School is staffed by members of all ages and enjoyed by many community children. There are also periodic opportunities to participate in short or long term ministry activities that encompass young and old.

List specific problems with which your congregation struggles:

- Declining membership: Membership decline is due to many factors: the lack of younger families in any great numbers, the deaths of older members, and numerous worship styles and program offerings available in the surrounding area to choose from.
- Programming gaps: Because of the smaller number of young families, there are gaps in programs specifically designed for singles, young marrieds, and younger families. There is also a lack of parental commitment to participation in children's programs such as Sunday School, and youth group.

What has been the most interesting and challenging event in the life of your church in the last three years?

What else can we say: COVID. This has challenged us in many ways including worship participation, safety protocols, a new worship leader starting during the pandemic, program participation, and the transition back to in-person worship. However, our church has survived and shown how we can come to agreements regarding very tough issues. In fact, Second CRC has really grown stronger in many areas including virtual worship, creativity with program layouts, and start-up of new opportunities. We have remained very close as a congregation, without raising any great divisions over policies and procedures with the ability to come to agreements.

List major goals that this congregation has set for itself or opportunities the congregation

Transformative Worship: As noted before, there is a renewed emphasis on valuing our Reformed heritage, while crafting worship services that speak, by Word and music, to the contemporary issues that we face in our fallen world. We strive toward worship that is renewing and relevant.

- Missional Focus: There is a growing understanding that, although we have many members involved in multiple ways in meaningful ministry, we are not qualifying all that we do with missional focus. Our programs too often serve us and then others as an afterthought. We deeply desire the eyes to see and the will to move in the direction of having hearts that will follow Christ wherever He leads us, individually or as a congregation.

Describe what being Christians of Reformed accent means to you:

This accent means that we understand and appreciate our doctrinal heritage with its strong Trinitarian and covenantal theology, a robust understand of creation, a big picture of God's grace, and its emphasis upon gratitude as the wellspring of the Christian life. All of these

emphases come to expression in a world and life view that declares all of creation belongs to God and that we are called to transform our portion of this world through active participation in church and community. As the working statement of our mission in this world presently states, we desire hearts that are broken in surrender to Christ, full of the love of Christ, and open to following Christ.

Describe your understanding of the relationship between the local church and the Christian Reformed denomination:

Although this relationship seems to be diminishing, it still remains a strong interconnected relationship. The denomination provides stability and shared direction, a consistent means of governing, and theological leadership in the often strident and confusing issues of the day. The local congregations provide financial stability and grass-roots participation invaluable to the denomination. The local church and Christian Reformed denomination are both strengthened by a strong relationship between the two.

Identify some of the cultural challenges facing Christians and Christian churches today:

- Cultural Irrelevance: It is a challenge for a church to speak with a contemporary voice when it appears in so many ways to be as much a part of the world around it as everyone else. It is also a challenge for the church to draw lines around so much of modern behavior such as sexual activity, drug use, divorce, consumerism, social-media, busyness, etc. that occurs in our churches as well as in the general population.
- Cultural Relevance: The church needs to speak the truth of scripture in a clear voice, drawing in people who desire to be part of a community that will expect participation in the mission of Christ in the world, not just sporadic or occasional attendance at any given worship service or event.

What have been the three most important events in the history of your church?

- 1) The renovation of the building in 2003. The functional and beautiful addition of administrative, fellowship, and educational areas gave the congregation a place to grow together and allowed the community to utilize our facilities in productive and collaborative ways.
- 2) The practice of incorporating a blended worship style. Second Church has had a rich history of liturgical and traditional worship using the organ and piano. This changed intentionally in 2012 when we started incorporating contemporary music including the use of drums and a praise team, along with a high-definition screen projector. The generally required use of sheet music on this screen was universally supported.
- 3) The hiring of a female pastor and the inclusion of women in all levels of church leadership. This change, although somewhat difficult for some, has strengthened our council by welcoming women to leadership and service roles. It has shown that we can live with and respect differing opinions within the fellowship.

Leadership:

How many council members does your church have?

11 elected members, supported by 8 Care Team Volunteers

What is the length of term for council members?

3 years

How often does the full council meet?

Every other month

What subgroups of council exist, how do they function and how often do they meet?

Group	Membership	Frequency
Leadership Board	5 Members: 3 elders/2 deacons	Monthly
Connections Board	2 Members: 1 elder/1 deacon	As Needed
Care Board	4 Elders (1 per District) + 8 Care Team Volunteers	As Needed