

# HARDERWYK MINISTRIES

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## Campus Pastor Position Description

### Overview:

Harderwyk Ministries is a Christian Reformed Church committed to reaching Holland, the lakeshore area and beyond with the gospel of Jesus Christ. Harderwyk Ministries is one united congregation that meets as multiple worshipping communities on the same campus. Each community is committed to pursuing Harderwyk's Vision and living out its shared mission and values. The phrase, "United in Mission, Diverse in Expression" is used to describe the Harderwyk model.

As part of the Harderwyk Ministries pastoral team, each Campus Pastor is assigned a worshipping community within which to provide spiritual leadership, spiritual counsel, pastoral care, and teaching. Above serving any single worshipping community, Harderwyk Ministries Campus Pastors collaborate *to advance God's work through the larger mission and vision of Harderwyk Ministries.*

Towards this end, a Campus Pastor

- Must be able to work collaboratively as well as independently;
- Must be proactive in sharing helpful information and have excellent verbal and written communication skills;
- Demonstrate openness to new ideas and the ability to adapt to change;
- Must be able to listen effectively and accept constructive criticism;
- Must be able to handle pressure and uncertainty, including adjusting work plans to meet the evolving needs of the church and its congregants.

### Qualifications:

- A mature faith and a servant's heart.
- A relational approach to ministry and an ability to relate to a wide variety of age groups.
- An appreciation for, and willingness to lead, multiple kinds of worship expressions.
- A humble and teachable spirit.
- An effective communicator who can disciple others, provide spiritual counsel and pastoral care.
- A Gospel-centered Reformed hermeneutic with an evangelistic and missional focus.
- A collaborative leadership style with a willingness to partner with the Council, Ministry Leadership Team and the Executive Pastor in casting and pursuing Harderwyk's vision.
- Administrative and organizational skills, including the ability effectively communicate with the Church Council.
- An Ordained Minister of the Word in the CRCNA or willing to seek ordination in the CRCNA; candidates from Reformed denominations which the CRCNA has fraternal relationships will be considered.
- A Master of Divinity degree or its equivalent.

### **Responsibilities and Tasks:**

- Nurture, grow, and share the faith and prayer life God has given.
- If married, the person holding this position will be expected to maintain and grow his/her marriage and family in a Godly manner.
- Serve as a Campus Pastor for Harderwyk's Worshipping Communities as designated by Council.
  - Preach and administer the sacraments on a regular basis.
  - Collaboratively plan and prepare the preaching schedule in order to align the Scripture passages across campus.
- Oversee weekly worship planning in cooperation with the Worshipping Community's Staff.
- Provide Spiritual and Pastoral Care in keeping with Harderwyk Ministries' Pastoral Care Philosophy, which may include Hospital visits, visiting shut-ins, counseling members, etc.
- Serve as a member of the Ministry Leadership.
- Act as liaison between the worshipping community (or communities) to which she/he is assigned and the greater Harderwyk community.
- Participate in and promote the regular and ongoing ministries of Harderwyk.
- Coordinate ministry involvement for new, interested individuals and/or families, In conjunction with other pastors and staff.
- With Council and other pastors, shape, nurture and communicate the unique, unfolding vision of Jesus' ministry at Harderwyk and its impact on our neighborhood and world.
- Participate in and/or lead new ministries as per agreement between person holding this position and Executive Pastor of Harderwyk.
- Have a flexible, "can do" spirit to tackle duties that are not part of this formal job description.

### **Accountability and Structure:**

- A Harderwyk Ministries Campus Pastor is immediately accountable to the Executive Pastor of Harderwyk and ultimately to Harderwyk's Council.
- A Campus Pastor is expected to attend Council meetings and serve as a liaison between the worshipping community to which she/he is assigned and Council.
- A Campus Pastor supervises any staff assigned to the worshipping community for which he/she is responsible.
- An Elder will be paired with each Campus Pastor for personal and professional care, prayer and support.

### **General Work Schedule and Number of Hours:**

- A norm of around 45 hours a week is expected (some weeks more, some less)
- Typically, no more than two evenings of commitments are expected per week, and on occasion three evenings per week may be required.
- Normally preach a minimum of 44-46 Sundays a year.
- Participate in staff meetings, Council meetings, and all Harderwyk events.
- One scheduled day off per week in addition to Saturday.

- Study Leave as described in the Harderwyk Personnel Manual.
- Vacation/personal time off as described in the Harderwyk Personnel Manual.
- Hold office hours at a minimum of 20 hours/week in order to promote a team atmosphere with Harderwyk's ministry team and provide an open door to congregants.

Harderwyk Ministries employees are expected to collaborate, work as a team, and assist each other in support of Harderwyk Ministries mission and values.

## Campus Pastor Expectations @ Harderwyk Ministries

### Introduction

The Harderwyk Ministries model employs three worshipping communities and thus has some unique strengths and challenges. The expectations described below are designed to facilitate a collaborative work environment.

### Expectations

Harderwyk Ministries is one-church with three unique worshipping communities. This at times creates a dynamic tension between the needs of Harderwyk Ministries and the specific needs of a worshipping community. To foster unity across campus and develop discipleship and educational materials that complement the preaching, a common preaching schedule is employed. Towards this end, the Campus Pastors are expected to meet and develop the preaching schedule for the 1<sup>st</sup> Sunday following Easter through Labor Day weekend by the end of January each year, and the schedule for the 1<sup>st</sup> Sunday after Labor Day through Easter by the end of June. The schedule will include the text, a working title, and a two-to-three sentence abstract or two-to-three bullet points that identify the primary ideas that will be explored. (This working schedule is subject to modification based on conversations between the Campus Pastors and Children's Discipleship Staff responsible for preparing materials.)

The Ministry Leadership Team will strategize each year on how to enhance the exposure of each Campus Pastor across campus.

Harderwyk Campus Pastors are expected to participate in Harderwyk wide events, including community nights and special services.

Harderwyk Campus Pastors are expected to maintain a minimum of twenty (20) posted office hours each week, including Mondays and Wednesdays from 9:00 AM – noon.

Harderwyk Campus Pastors will normally meet on Monday morning at a time to be determined to debrief the previous Sunday morning worship services. This meeting is guided by these questions:

- How did you sense God working during the worship service(s)?
- What went well or surprised you during the worship service(s)?
- Were there any issues we need to be aware of? How should these issues be addressed?  
Who will follow-up?
- What are your plans for the week and how can we pray for each other?
- Is there anything one of us can do to assist you this week?

Harderwyk Campus Pastors will submit weekly time-sheets to the Executive Pastor each Tuesday for the previous week using an agreed upon form.

Harderwyk Campus Pastors are expected to provide a pastoral update to the Council ministry packet once a month.