

Regional Synod of Canada, (Reformed Church in America)
Executive Secretary

Preamble to the Rules of Order – Regional Synod of Canada RCA

The Regional Synod of Canada exists for the glory of God, giving servant leadership by empowering, equipping, and uniting the Classes, enabling them to fully bless the local congregations to be the very presence of Christ in Canada and beyond. This assembly, accountable, responsible, sustained by prayer, alive to the Spirit, is a regional unit of the Reformed Church in America. Serving under the directions of the Holy Spirit, it is subject to the Word of God, adheres to the doctrinal standards of the Reformed Church in America, and functions according to its Book of Church Order.

Job Description

Preamble

The Executive Secretary is the primary administrative pastoral leader and spokesperson for the Regional Synod of Canada. (S)he must be biblically astute, spiritually alive and an equipper of leaders.

Administration

The Executive Secretary shall:

1. Oversee and manage all of the resources of the Regional Synod of Canada.
2. Ensure that the policies and decisions of the Regional Synod of Canada and the executive committee are implemented.
3. Serve as an ex-officio member of the executive committee and each commission.
4. Assist in the development of the Annual General Meeting and executive committee meeting agendas.
5. Complete all tasks assigned by the Regional Synod of Canada and/or the executive committee.

Synodical Duties

To Regional Synod of Canada delegates the Executive Secretary shall:

1. Facilitate unity and effectiveness.
2. Be a resource and advisor.
3. Guide the Regional Synod of Canada to fulfill its mission.

To Regional Synod of Canada Classis the Executive Secretary shall:

1. Be available as an effective resource to each classis committee, ensuring that the Classis Executives are informed of the resources provided.
2. Communicate the vision of the Regional Synod of Canada to each Classis.
3. Attend meetings of each Classis – at least twice per year to promote the Regional Synod of Canada, its vision, and to promote relationships with and to each Classis.
4. To ensure that the synod website and other communication tools keep churches, pastors and members with the regional synod informed of current

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concerns, resources, and issues of importance to our ministry and that we provide opportunities for discussion of such.

5. Promote harmony and communication between each Classis by resourcing and networking Classes committees.
6. Be available as a resource to each classis in their supervision of pastors and consistories

To Regional Synod of Canada Pastors and Consistories the Executive Secretary shall:

1. Provide pastoral care and support to pastors and consistories at the invitation of a Classis and with the superintendence of that Classis.

Representative Duties

The Executive Secretary shall:

1. Participate in Reformed Church in America leadership groups on behalf of the Regional Synod of Canada.
2. Represent the Regional Synod of Canada ecumenically, both formally and informally.
3. Represent the Regional Synod of Canada to the media and the public as need and opportunity permit.
4. Serve as the official spokesperson of the Regional Synod of Canada on particularly Canadian issues to the Reformed Church in America and the world at large.

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