



August 3, 2023

Re: Request to approve the work of Kevin teBrake as Director of Planned Gifts & Investments for the Christian School Foundation as consistent with the calling of the Minister of the Word per Church Order article 12-c.

Dear Fred Vander Sterre, Stated Clerk Classis Huron,

At our council meeting on August 3, 2023, we unanimously approved to fully support Classis Huron and the Synodical Deputies to consider the request to approve the work of Kevin teBrake as Director of Planned Gifts & Investments for the Christian School Foundation as consistent with the calling of the Minister of the Word according to Church Order article 12-c.

Kevin has been part of our congregation since September 2014. During his time as our full-time pastor, he was faithful to his calling, cared for our church and the surrounding community, and participated in various classis and denominational committees.

Kevin sensed that God was calling him out of full-time parish ministry and continuing to lead him into a direction of full-time ministry in another capacity. We truly believe that God led Kevin into the role of Director of Planned Gifts & Investments where both Kevin's past experiences of accounting and ministry have come together serving God and His people.

Lord willing, Kevin's intent is to remain in this role until his retirement further in the future. It is his desire to acknowledge this work as his area of ministry calling and to remain ordained in this role.

This letter includes the following:

1. The Christian School Foundation Job Opportunity 2022 advertising for the position of Director of Planned Gifts & Investments. This document provides information on the Christian School Foundation and the qualifications for this role. Although this position did not initially request an ordained pastor to fill this role, as noted in the letter from the CEO of the Christian School Foundation, "there is a significant benefit to having it filled by an ordained pastor."
  2. An outline of the supervision that Exeter CRC will provide Kevin in this role and Kevin's responsibility in this role.
  3. A summary of how this position will be consistent with his calling to Minister of the Word.
  4. A letter of call extended to Kevin on behalf of Exeter CRC.
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1. **The Christian School Foundation Job Opportunity 2022 advertising for the position of Director of Planned Gifts & Investments has been included as a separate document.**

**2. An outline of the supervision that Exeter CRC will provide Kevin in this role.**

- a. Kevin will present an annual summary of his work and God's faithfulness in this work at the Foundation to the Council of ECRC. This summary can be in a written report, verbal report or both.
- b. The Council of ECRC will conduct a ministry review of this role every three years, demonstrating how this role remains consistent with that of the Minister of the Word.
- c. The elders of ECRC will provide support through at least an annual visit.
- d. The Council will encourage Kevin to share his expertise and gifts with ECRC, other churches in Classis Huron and the denomination.
- e. The council will invite Kevin to preach at least once per year and share his work with the congregation.
- f. Kevin can continue to be considered for delegation to Classis or Synod where permitted.

**As a partner in this supervision, Kevin will:**

- a. Provide the council with an annual report of his work and God's faithfulness in this work.
- b. Provide the council with an annual summary of denominational involvement such as preaching, equipping, training events, etc.
- c. Inform the council of any changes in his job description or status of employment.
- d. Continue with educational, professional or personal development.
- e. To the best of his ability, commit himself to active involvement in a local church and preaching at least once a year in his calling church.
- f. Serve in volunteer roles for the Classis or denomination.

**3. A summary of how this position will be consistent with his calling to Minister of the Word.**

- a. *Preaching, administering sacraments, and conducting public worship:* With Kevin continuing to be ordained, he is able to preach the gospel and our response to the gospel through stewardship. Through his role he will be supporting Christian Schools, churches and retirement homes in bring God's faithfulness through Christian education and sharing our response. There will be opportunities to make presentations and also offer inspirational reflection and scriptural meditation on the tasks of church leaders, the mission of the church and the call to ministry of classis and congregations. Kevin has the opportunity to advance the Kingdom through Christian education through presentation events and availability to provide pulpit supply to churches across Canada.
- b. *Catechizing and training:* The central responsibility of this role is to provide training and resources through many venues for school and church leaders—pastors, elders, deacons, financial persons, principals, teachers and other volunteers in churches and schools. This training includes preparing resources that offer teaching on the mission of the church of Jesus Christ, and that equip leaders with tools for making thoughtful and discerning decisions about how people can response through charitable and

effective giving to their churches and Christian organizations. This work is enhanced through knowledge and expertise in and a love for the Reformed confessions and of the teachings of Scripture.

- c. *Pastoral care*: In establishing partnerships and relationships with schools, churches and retirement homes, the Director of Planned Gifts and Investments is in a unique position to offer encouragement and compassion with those whom he will connect.
- d. *Promoting evangelism*: The mission of the Christian School Foundation is to “draw Christian Schools and donors together to expand the influence of Christ in our culture.” The Christian School Foundation, by the guidance and power of the Holy Spirit, is a growing Foundation of Christian Schools called to witness Jesus Christ and advance God’s reign in the regions in which we live across Canada. The Christian School Foundation, in partnering with both Christian schools and donors, attempts to carry out the mission of the Foundation and its respective Christian schools. The Foundation desires to tell the world that it belongs to God and that Jesus is Lord of all and we all have an opportunity to respond as stewards of God’s creation. This position is responsible for helping to facilitate the mission to be carried out.

Much of the Foundation’s work, including this role, is to promote Christian education across Canada (CO art 71) and to make it affordable to all. The good news of the gospel is proclaimed and our obedient response particularly through the means of stewardship.

**Request:**

The Council of Exeter Christian Reformed Church requests that Classis Huron, with the concurring advice of the Synodical deputies, declares that the work of Director of Planned Gifts & Investments of the Christian School Foundation is consistent with the calling of the Minister of the Word and that Classis Huron grant approval for Kevin teBrake to be called to this position.

**Letter of Call if the Request is Granted**

Exeter Christian Reformed Church recognizes Kevin teBrake’s role as Director of Planned Gifts & Investments in the Christian School Foundation as one that is consistent with him being a Minister of the Word.

We desire to support and honour that work by holding Kevin in a supervisory role under the Council and Elders of Exeter CRC. Kevin has been a member of Exeter CRC since September 2014.

We ask that under Classis Huron, he be recognized as a Minister of the Word under the supervision of Exeter CRC.

We acknowledge the gifts he has as Director of Planned Gifts & Investments for the Christian School Foundation and the benefit from those gifts within our congregations and denomination.

Our mission statement at Exeter CRC is that we are training to become a clear reflection of God's glory within ourselves, towards others and within our community. This aligns closely to the mission statement of the Foundation and the role of the Director. We affirm that Kevin's role supports our mission statement. We will support and encourage the role that he participates in with the Christian School Foundation.

Sincerely,

A handwritten signature in blue ink, appearing to be 'G. Steenbeek', with a stylized, cursive script.

Gerard Steenbeek,  
Clerk of Exeter Christian Reformed Church  
332 Huron Street West,  
Exeter, ON  
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