



Reformation Bible Institute

Oregon City, OR

*Loving the Triune God, Loving our Neighbors,
Transforming the Fallen World*

Director of Admissions for:

Reformation Bible Institute | 1201 JQ Adams St., Oregon City, OR 97045
elders@reformationcovenant.org

Reformation Covenant Church, in Oregon City, OR, is starting a Bible Institute that will make a seminary-level education available to men and women that Reformed seminaries have not traditionally been able to reach, and we are seeking a Director of Admissions to be a vital part of what is essentially a seminary plant. RCC is Trinitarian, Reformed, and Evangelical and is a member of the Communion of Reformed Evangelical Churches (CREC).

RCC is a multi-generational church of about 200-250, with tons of young kids. We gather weekly for [Sunday School](#) at 9:30am, [Lord's Day Worship](#) at 10:30am, and our church-wide Agape meal after worship. Visitors at RCC are quickly introduced to the fact that we are a singing church with a vibrant liturgy of Covenant Renewal Service.

We have a long history of honoring and enjoying God's gift of the Sabbath to and for us, so in addition to morning worship, most of our families usually take a nap after the Agape meal and then get together at one another's homes for dinner and fellowship in the evening. For the last 30 years, the entire church has attended [Family Camp](#) during the third week of June to rest, be refreshed, and worship the Lord morning and evening. We also use this time as a way for our people to learn how to sing skillfully, to the glory of God.

Together, we strive to love the Triune God, love our neighbors, and transform the fallen world. We celebrate the Lord's Supper weekly, and we welcome to the Supper all who are baptized and in fellowship with God's people.

We have a session of six elders and four men serve as deacons. Church staff includes two full-time pastors and a church secretary. In addition to our search for a chief musician, we are looking at hiring an admissions director for our Bible Institute.

We encourage interested nominees to visit <https://www.reformationcovenant.org/> where they will find useful information about our [doctrine and practice](#).

Applicants should send a cover letter, summary of relevant experience, link to sample sermons available online, and at least three reference contacts to elders@reformationcovenant.org.

Grace and peace,

Session of RCC





What and why RBI?

Traditionally, a Reformed, seminary-level education requires an undergraduate degree and a three-year Master's. By the time both programs are accounted for, on average, the cost will be seven years of time and \$100,000.

This has left ministry in Reformed churches only available to those who have the means and life circumstances that would allow for so much time and money to be spent on education. As a result, Reformed theology, at least in America, has been limited to the upper class.

What's more, 59% of people who attend seminary do not end up in full-time church ministry, and 90% of those who do say that seminary was insufficient to prepare them for ministry in the church. And, only 10% of people who become pastors will retire as such.

So, if a seminary-level education is unattainable for most, insufficient for those who have it, and produces graduates who do not ultimately end up in the vocation that seminary is designed to prepare them for, why have seminaries at all?

At RBI, we believe that a seminary-level education is a worthwhile pursuit, not just for pastors but for any and everyone who desires to grow in their knowledge of the glory of God. We believe that a seminary-level education should be a prerequisite for anyone entering into pastoral ministry, and we also believe gospel ministry should not be limited to a certain people group.

So, in order to provide that kind of education for all people, Reformation Covenant Church has partnered with Reformed Theological Seminary to provide a rigorous Bachelor's (BDiv) or Master's (MDiv) certification program that can be done part-time over six-years and for less than \$10,000.

Upon graduation from the RBI seminary track, men will be prepared for ordination in the Presbyterian Church in America and/or the Communion of Reformed Evangelical Churches, and if they so desire, he/she can continue their education at Reformed Theological Seminary.

However, because statistically even those who do receive this level of education do not end up in full-time ministry, we have a layman track, a counseling track, and a faith and work track.

Given all of these options, at such low costs, and in the context of the local church, RBI believes we can equip every man and woman of the church to better love the Triune God, love their neighbor, and transform the fallen world, wherever the Lord has called them, whether it be as a full-time minister or as a mom and friend.

Mission:

Reformation Bible Institute seeks to provide a well-rounded theological education that is rooted in Reformed catholicity, leads to a holistic Orthopraxy, and results in a robust Doxology.

Vision:

Reformation Bible Institute aspires to equip men and women of the church to better love the Triune God, love their neighbor, and transform the fallen world wherever the Lord so calls them.

Values:

Love for God, Love for Neighbor, Passion for Transforming the World





A Seminary-level Education for Everyone

And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ, so that we may no longer be children, tossed to and fro by the waves and carried about by every wind of doctrine, by human cunning, by craftiness in deceitful schemes. Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.

Ephesians 4:11-16

Pastoral Ministry Track

Prepares for: Ordination in CREC, PCA
Ongoing Education at Reformed Theological Seminary
Serving the Church
Cost: \$9,800
Time: 6 years
Highlights: Greek, Hebrew, ACBC Certification, Full MDiv level education

Certified Biblical Counselor Track

Prepares for: FT Counseling Ministry
Serving the Church
Cost: \$7,200
Time: 6 years
Highlights: ACBC Certification, MDiv Level Bible, Theology, and Church History Education

Discipleship Track

Prepares for: Serving the Church, Making Disciples
Cost: \$8,000
Time: 6 years
Highlights: MDiv Level Bible and Church History Education

Dominion Track

Prepares for: Honoring Christ as Lord in Vocational Sphere
Serving the Church
Cost: \$8,400
Time: 6 years
Highlights: Professional Certifications in Servant Leadership, MDiv Level Bible and Theology





Director of Admissions - PT Job Description

ROLE:

In collaboration with, and under the oversight of, the session of Reformation Covenant Church, the Director of Admissions is responsible for leading an institution that provides a well-rounded theological education rooted in Reformed catholicity, leads to a holistic Orthopraxy, and results in a robust Doxology.

RESPONSIBILITIES:

1. Face of RBI

1. He is the primary point of contact for denominational and church leaders, professors, and prospective and new students.
2. He will devote 10-20 hours/week toward the administration and advancement of RBI's mission, vision, and values until such time that an expansion of his role is viable and necessary, to be determined in concert with the session of RCC.
3. A supremely qualified candidate will also be able to either begin as an instructor/facilitator or be willing to pursue the qualifications necessary thereunto.
4. He will collaborate with the session of RCC in implementing the mission, vision, and values of RBI.
5. He participates in the vision planning process with the officers, and the planning of the annual leadership retreat (elders, deacons, and others as needed) of Reformation Covenant Church.

2. Tasks

- a. He will be responsible for the recruitment and retention of students, providing quarterly reports to the session.
- b. He will oversee all student affairs, including their financial status, degree progress, and grades, recruiting and delegating assistance, as needed.
- c. He will ensure that each subject has a qualified instructor, syllabus, and grading rubric in line with the mission, vision, and values of RBI.
- d. He will ensure each student is in an active mentoring relationship with a representative from his/her home church and is fulfilling an active role in serving their local church.
- e. He will be responsible for setting and coordinating the academic calendar, in conjunction with the professors and in alignment with the vision of the session at RCC.
- f. He will work with students, ensuring they stay on their desired graduation track and keep a record of RBI's student success rate.

3. Staff and Session Relationships

- a. He will be given discretion to recruit and oversee volunteers as needed and with the approval of the session.
- b. If/when RBI takes on additional staff, the Director of Admissions will work with the session to determine the roles and responsibilities of each additional staff member.
- c. He will work with the deacons at Reformation Covenant Church in the management of the facility at Reformation Covenant Church.





4. Reporting

- a. He reports directly to the session of RCC.
- b. He will have an annual job review.
- c. Compensation will be commensurate with experience but could turn into a FT salaried position in the future.
- d. The potential for teaching at RBI and/or Paideia Christian school may open up additional sources of income for the right candidate.

