

Diocese of Western Anglicans Rector Search Manual



Revised: May 2, 2017



RECTOR SEARCH PROCESS PROTOCOL: A WORKING DOCUMENT
“THE ADVENTURE OF GOD’S KINGDOM”3

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Diocese of Western Anglicans
Rector Search Process Protocol: A Working Document
September 23, 2016

The Adventure of God's Kingdom

Your Rector has announced his retirement or his resignation and you have been thrust into transition as a Christian community. Each of the members of the local church is now processing their feelings about this announcement and its meaning for them. Some people tend to greet such news with withdrawal, others do all they can to fill any vacuum they can find, those with control needs seek to wrest the reins of management or decision-making from others and those who are tender-hearted feel the pain of every difficulty that surfaces. Leadership in a time of transition involves tending correctly to each response, while also pointing people toward the Kingdom of God, for this is always Jesus' invitation to us and He is present wherever we draw ourselves toward Him.

Please remember that our diocese is focused on the Kingdom of God, our congregations are growing in mission (Matthew 28:19-20), leaders of congregations will be challenged to lead in mission (Luke 9:1-2) and genuine love (1Peter 4:7-11) Our congregations will find themselves more and more focused on moving from maintenance to mission to reproduction. You will want to ensure that the leader you identify for the next season is capable of leading you into the Harvest field (Matthew 9:36-38). Prayer is vital.

This protocol is not an exhaustive statement, but a simplified roadmap that is intended to be used with regular counsel given by the bishop or his designee, who provides the oversight necessary to facilitate this transition. In the Anglican tradition of which we are a part, when a Rector resigns or retires (and a succession plan is not already in place and approved by the bishop), the bishop fulfills the necessary governance role of the Rector and facilitates the season of transition by appointing an Interim Rector. This appointment is accomplished in consultation with the Vestry. Depending on the needs of the local church, the bishop may also request and/or require of the local church that they receive the assistance of advisors, wise counselors or consultants, as needed.

During a search season, the bishop will interface directly with the Senior Warden who is the principal lay leader and is in a position to receive direction from the bishop, manage the decision-making processes of the Vestry and provide communication on the transition process to the congregation members. Should a search committee be developed to take on the functions of the search, it should be composed of key lay leaders who will invest the time for prayer, task accomplishment, meetings, interviews, reference checking and any other needful function. If the Senior Warden does not lead the Search Team, then the bishop will relate directly to the Search Team Leader who will keep the Senior Warden informed regularly of the Search progress.



In no case is it appropriate for the Rector, clergy staff, lay staff or family members to serve on the Search Team or to influence the process. We sacrifice the gifts and skills of these wonderful people so that the selection may be made by the Vestry without influence that may serve to direct the Search Team or Vestry in particular ways.

If there is an Associate Rector or clergy person on staff with your congregation that you would like to consider for the position of Rector, contact the bishop's office, as there is a separate, informal protocol for considering an Associate Rector to succeed the Rector.

Step 1: Prayer Power and Protection

Pray. Once the bishop has been notified, a Prayer Team needs to be formed. This is a spiritual process of seeking the Lord for His appointee for the position of Rector, so gathering key intercessors and giving them the responsibility to pray and to lead the congregation in prayer seasons is vital to the effectiveness of everyone else's efforts.

Step 2: Interim Rector

Pray. Next, an Interim Rector needs to be identified, interviews held and a selection made. The Search Process can take up to 9 months, so this is an important decision for the congregation and for the Interim Rector. The Interim Rector must be an Anglican Presbyter, approved by the bishop and capable of serving in this capacity for the duration required. The Interim Rector serves the congregation and facilitates the goals of the bishop and the congregation during the interim season. Negotiations include the Vestry, the Interim Rector candidate and the bishop.

Step 3: Structuring for the Search

Pray. The Vestry decides whether to form a separate Search Team. The Vestry will extend the call to the clergy candidate at the end of the process. The decision is weighed locally with knowledge of the skills, time and energy available to the congregation members who may be involved. If the Vestry elects to conduct the search, then they will have a close view of all of the candidates from beginning to end, but it is very time consuming and Vestry meetings will need to be very frequent in order to progress in the Search. If a Search Team is formed, then the work is distributed among more people, but the Vestry will have minimal contact with or knowledge of the candidates as the search progresses, making the decision more difficult at the end. This is a Vestry decision.

[Reference: Appendix A-1, A-2 & B-1]

Guidelines may help:

If the congregation is 50 members ASA or fewer, unity may be easier to maintain among the leaders if the Vestry conducts the search with the recruitment of a few key helpers to do some of the key clerical functions (writing, word processing, scheduling of meetings, photocopying, etc.) If the congregation is above 120 members ASA, a Search Team with one or two Vestry members may provide both unity and a reasonable work load for everyone. If the congregation is between 50 and 120 ASA, then a split of Vestry



members and other leaders in the church should be possible. Those who serve on the Search Team should be recognized leaders in the congregation who can effectively work in a group environment through careful listening, disciplined prayer and the capacity to compromise when the Lord is moving the group in a direction toward which He is leading them.

Step 4: Congregation Profile

Pray. The Search Team will engage with Natural Church Development to assess its common life by means of a survey and a follow-up report available through them. The surveys and report should cost no more than \$350. Once the report has been returned, the Search Team and the Vestry with the Interim Rector discuss the report and engage in a planning process to take appropriate steps forward as a congregation.

Additionally, a review of demographics of the congregation and all ministries of the congregation shall be made and prepared for distribution both to the congregation members and to any potential candidates

The Vestry shall re-visit the Vision for Mission and Ministry that guides the congregation, modify it or affirm it, and prepare it for distribution. Values that guide you and hopes or dreams for your future should be reported, as well.

A study of the local community in the target area of the congregation shall be made, describing the demographics and psychographics of the people living and working there, including key business, corporations or industry that stabilizes the area. Examine the schools, government services and any key nonprofit corporations offering services, including other churches. Anything that relates to the history or the culture of that part of the community that influences how people live is helpful to describe.

Once all of this information is compiled, it will become a key component of the Congregation Profile, so it needs to be produced in a format that will easily inform congregation members and potential candidates alike.

[Reference: Appendix A-3 & B-3]

Step 5: Involving the Congregation

Pray. The congregation members need to be invited to one or more meetings in order to draw them into the process of praying and sharing their views of the kind of person and the kind of skills that are needed in order to move the congregation forward in Kingdom life and ministry in the future.

Please arrange as many gatherings as needed for congregation members to be allowed to participate in this. This is an environment for prayer and discussion among the members, so if you have round tables or can circle the chairs with no tables, you will create a great environment for them. It is a serious work, but it is good for laughter and



fellowship. The process should allow people to talk about and write down what they view as needful in the following areas:

- + Character/personality (Teachable, Trustworthy, Team Oriented, Stingy, Controlling, etc.)
- + Skills (Preaching, Relational, Training, Evangelism, etc.)
- + Temperament (Introvert, Lone Ranger, Gregarious, etc.)
- + Leadership Style/Philosophy of Ministry (Collaborative, Autocratic, Solo, etc.)
- + Worship Style (3 Streams, Informal, Anglo-Catholic, etc.)
- + Missional Leader (disciple-making and relational evangelism)

After prayer and a time for worship that fosters God's Presence and leading, gather people in circles. The facilitator explains the first category, it is discussed for clarity in small clusters, the group records comments and then reports 1 to 3 key essentials. Then, you go to the next category and repeat the process. Give yourselves up to 2 hours to work through these 5 categories. The facilitators gather up all of the cluster papers for future reference and the Reported Statements from the groups for each category are then put into a Draft Ministry Description.

[Reference: Appendix A-4 & B-4]

Step 6: Ministry Description

Pray. From the data produced by the clusters that met in the congregation meeting(s), the Search Team gathers and begins to bundle the list of items into categories that make sense so that you can list up to 7 Key Competencies related to these 5 areas. Then, a formal Ministry Description is drafted, reviewed by the Vestry and then finalized for distribution. In order to post this Ministry Description, it may be necessary to create a summary of the most important points and prepare that for posting, but whenever someone inquires, you can send out the longer version you developed.

Every congregation presents itself a little differently, so there is no single best way. Be yourselves, publish and post who you are and the kind of person you are seeking. And, by all means, trust the Lord to help you find His person for your congregation.

NOTE:

At this point, you have a Congregation Profile and a Ministry Description, both available for distribution to the congregation and to future candidates.

[Reference: Appendix A-5 & B-5]

Step 7: Casting the Net

Pray. Every congregation exploits all of the venues available to you. Your best chance of finding the right person depends on your effort and willingness to put this information everywhere possible. Some congregations post the position on church staffing websites and with mixed results. First, there is a fee for most of them, albeit modest, but it also opens you to people from around the world who may want to come



to the United States. Where you post will say a great deal about how open you are to candidates from other traditions, so at this point, please consider:

- Are you open to a woman Presbyter?
- Are you open to someone of another culture, an Anglican from India or Singapore?
- Are you open to someone who is ordained in another tradition but wants to become Anglican?

Please discuss your openness to these and maybe other scenarios. If you are open to foreign nationals or non-Anglicans, then make sure you understand the practical outcomes for your congregation by contacting the bishop.

For the purpose of communication, give yourselves 90 days to receive and review resumes. Post the position on the ACNA website as many people seeking positions will inquire there. Post the position on the Diocese of Western Anglicans website, as others may search for positions there. Most of the diocesan offices do not post notices of other dioceses, but several bishops have multiple candidates who might be a good fit for your congregation. This will require bishop to bishop contact, so please contact the diocesan office if you want the bishop to pursue this on your behalf.

Step 8: CV Time-Resumes!

Pray. As resumes come in, the Search Team should meet regularly to review them. Keeping firmly in mind the process you led to identify the key competencies, place those key competencies prominently in the room where you are meeting. Then, everyone read all of the resumes that you have on hand. Each member of the Search Team create 3 piles:

- A. Great Candidate Pile (I want to learn more about this person)
- B. Good Candidate Pile (I like some of what I see but need more info)
- C. Good for Another Church Pile (This person is not qualified to serve here)

The Diocese has identified key metrics for the Missional Leader and we ask that you fully understand them so that you may screen your candidates with these metrics in mind.

Metrics:

1. Teachable in attitude: lifelong learner
2. Trustworthy in action: follows through on promises
his yes is yes; his no is no (Matthew 5:37)
3. Team player in relationships: collaborative team builder
4. Discipler: actively engaged in disciple-making through imitation and reproduction
5. Leader: has followers who are strengthened and matured by his leadership
6. Missioner: mission driven in his view of the church
7. Evangelist: skilled in relational evangelism

Spend a few minutes as a group, go through each resume and poll the group to see which pile in which they placed the person. If a candidate is divorced and re-married, then you need to flag the file and discuss with the bishop before moving the candidate



into the A Pile. Group decision-making is difficult, but we can learn to be effective at it. The rule of thumb is when you have agreement, then leave those people you agree on in the piles where you placed them. If you are split evenly, give more consideration to any resume that at least half of you want to spend more time with. If the group is strong in one direction and just one person is holding out for someone, then set that one aside in a D Pile and pray and review that candidate each time you meet.

At the end of each meeting, you should have a growing stack of people in your A Pile. These are the people at the end of the 90 days who will get your first attention. All C Pile people will be written a letter of thanks communicating that you will not be continuing with them. All B Pile people will get your attention if your A Pile does not grow sufficiently to move you forward at the end of 90 days. Your meeting rhythm should be driven by the need to keep up with the resume reviews that are required and the fact that this is intensive spiritually, emotionally and mentally. Pace yourselves and give every resume the full attention it deserves. It is your first opportunity to meet these people and you do not want to reject someone needlessly; neither do you want to pour much time into someone who is clearly not qualified according to your Key Competencies. Before you move to the next Step, please resolve your D Pile people if you have any and place them in one of the other 3 piles.

[Reference: Appendix A-12a]

Step 9: Video Interviews

Pray. You should have between 12 and 20 A Pile Resumes at the end of 90 days. The Search Team reviews them again and identifies the strongest candidates according to your competencies. Aim for 6-9 very strong people. Prepare yourselves to video interview them (skype, facetime, etc.) for 30 minutes. In advance of these video interviews, develop a list of questions that can be asked and answered in 30 minutes. You can schedule the meetings so that you meet with the person for 30 minutes, then allow 10 minutes for brief 'impressions' to be shared and written down by the members of the Search Team. Developing the list of questions is a key part of the preparation and sample questions are available for your review. Use behavioral interviewing methods: 'How have you done such and such?', rather than, 'How would you do such and such?'. You want to know what they have done and what they have learned through their experience rather than what they imagine they might do should they have the opportunity. A behavioral interviewing packet is available from the diocesan office if you would like to learn how to do this better.

At the end of the video interviews, which may take a few evenings to accomplish, you will need to have a meeting and talk about each person's interview. It is important that every Search Team member keep good notes of their thoughts and reactions during each interview. It is better not to let several days elapse between interview sessions, so it is better to just get together on a Saturday morning or afternoon, for example, and work through them. At the end of the interview, each person rank orders the candidates and turns that into the Search Team Leader. At your next meeting, you rank



order them again. The point is to make sure that first impressions do not rule the team more than time for reflection or vice versa. The Search Team Leader can compile all the ranking of the candidates for the first meeting and save it. At the second meeting, you can all rank order them together on a white board or newsprint if you like. Then, the Search Team Leader can show you the group's first impressions. You can all discuss what you learned and discovered.

[Reference: Appendix A-7, A-8, B-7 & B-8]

Step 10: More Information; Details Matter

Pray. There should be several very strong candidates and several pretty strong candidates, usually only one or two showing themselves to be weak or unqualified. The candidates you still have, should receive a request from the Search Team asking for:

- Video Sermons (you want to hear and see them in action)
- Ministry/Work References (5 is a good strong number)
- Ministry Work Product (you want to see written and organizational documents that he or she has developed and put into use elsewhere)

All Search Team members are assigned the task of following up on one or more references. There is a list of questions that you will want to build for your references. Suggested reference check questions are available for your review. Every reference check call should be made with the caller keeping notes on the responses of the reference. These notes will help you talk with the other Search Team members about what you learned. Every reference should be asked, "Is there anyone else known to you that I might call to discuss the candidate's suitability for service with our church?" If they give you a name and contact number, follow it up in the same way.

[Reference: Appendix A-9]

Step 11: Finalists List

Pray. Gather to review all of this material and talk your way through all of what you absorbed from reviewing the Video Sermons, the Reference Checks, and the Ministry Work Product. If you need any more information from a candidate, this is where you identify it and then request it of the candidate. If not, then you need to work through the conversations to eliminate those who have proven themselves not to be qualified and advance the 3 or so candidates that you want to bring to the Vestry. The bottom line for the members of the Search Team is that any name you advance at this point could and may likely become your next Rector. You need to be able to affirm them as the best candidates and, while different, very qualified to serve as the next Rector. This will generate lots of discussion and by the time you have arrived here, you should have matured as a group so that you can have this discussion with much grace and abounding love for both the Lord and one another.

At this point, it would be good for you to check in with your Dean who is available to assist you in the following ways:



- Review of your interview process to determine if you need to do any followup with your candidates
- Review of your references and reference checking process to ensure that you have learned what you need to know about this person
- Assistance with key issues relating to your candidates to allow you to consider issues that you may have over-looked or might do well to give additional consideration

Please send your Dean copies of the files of your work with your candidates under review for the finalist list. If you need to do more reference checking, then do it or if you need to spend time on a video interview with one or more of your candidates, then follow through with that. This step also allows you to gain alignment with the Dean who will be personally interviewing your finalists and to build a common understanding of the kind of candidate who will serve well and long in a missional church culture and leads others to do the same locally, regionally and internationally. If you can't get to 3 finalists, then revisit video interviewing with anyone you want to visit with more and ask the questions to which you lack answers.

Once you have your 3 finalists and have worked any follow-up with the Dean, contact the bishop. Send the finalists' packets to the bishop for his review. The bishop will contact the bishop of each candidate and discuss their fitness and appropriateness for the ministry position, exploring especially those things that may serve as impediments only known to the bishop. The bishop will come back to the Search Team Leader with permission to move forward with those for whom there are no impediments.

[Reference: Appendix A-12b]

Step 12: Finalist Communications

Pray. Once the bishop has released the Search Team to move forward with the finalists, the Search Team Leader will contact each finalist and communicate the team's joy and affirmation as a finalist, letting them know that the next step is a formal interview with the congregation. In this conversation, the Search Team Leader inquires as to the continued interest and commitment of the candidate by asking something like, "We are thrilled to invite you to an Interview Weekend with our congregation, so if we were to believe that you were God's choice to serve as our next Rector, would there be anything that would prevent you from coming to serve among us?" The purpose of this question is to focus the candidate on the reality that this could actually happen and are they prepared to make the move necessary to step into this leadership role with the congregation. Some people might withdraw. Others might increase their commitment. Others may need to have serious talk at home around the kitchen table with their loved ones. Whatever needs to happen, now is the time. The Search Team Leader will communicate that the interview needs to include the spouse if the candidate is married.

If the finalist sounds excited to come, the Search Team Leader will communicate the weekends available and ask them to come during one of them. The congregation covers



the cost for this weekend and makes the necessary arrangements with and/or for the candidate.

Step 13: Finalist Interviews

Pray. At this juncture, the Search Team has completed its work. The Search Team Leader meets with the Vestry and brings a packet for each candidate in multiple copies for the Vestry members to review. The Search Team Leader familiarizes the Vestry with each candidate they will meeting.

The Vestry accepts the responsibility of arranging for the Interview Weekend and communicating with the Finalist. The Senior Warden should call each candidate to introduce himself or herself and discuss the Interview Weekend process.

The candidate and his or her spouse are hosted well by the local congregation and opportunity is made for all the leaders and as many members as possible to have multiple opportunities for formal and informal communication with the candidate.

People to keep in mind who will need more formal contact include:

- Vestry as a group
- Staff clergy or lay staff members
- Key Ministry Leaders
- Informal Influencers

On the weekend, the candidate should celebrate and preach at the worship services and also offer a time of Q & A with lay members who have not had a chance to engage with them.

The Vestry should be in touch with the Dean prior to each weekend and arrange for a time for the candidate and his wife to meet with the Dean. This allows the Dean to cast vision about our diocese and the ministry of the Deanery, as well as, to offer insight from that time to the Vestry and bishop.

You should also make time for the candidate and his or her spouse to get acquainted with the city or town. It would be great if some time was made available for them to meet with a real estate agent and explore the housing market. If they have children, information and maybe a school system representative could bring comfort or allay anxiety.

The Senior Warden should meet with the candidate and spouse to explain the financial package that is being offered. It should be printed attractively on a sheet of paper for them to carry with them when they leave.

At the end of each weekend, the congregation members should be given a 'Debrief Opportunity' to record their impressions or feelings or thoughts about each candidate and turn those sheets in to the Vestry. They will be reviewed when all of the candidates have completed their Weekend Interviews.

[Reference: Appendix A-10 & A-11]



Step 14: Seeking God's Appointee

Pray. When the Vestry meets, they need to spend as much time in prayer and discussion as it takes in order to discern the candidate they sense if being called by God to serve as the next Rector. Since prayer has been a part of every step, the Search Team and the Vestry both should have been maturing in listening to the Lord for what He wants. This is a crucial aspect of spiritual maturity and the mature are able to relinquish their wants in order to allow God's purposes to be served.

The Vestry meets to pray, discuss and select the one they sense God is calling. The discussion is confidential because it pertains to personnel, so no guests are allowed to be present. The Vestry also needs to come together and find themselves in unanimity. A split Vestry is an invitation to go away for more on prayer and come back again later. Listening to the Lord and to one another allows the Lord to speak with one voice and with clarity.

Once a decision has been made, the Vestry should pause and praise God for His work in their midst and the Senior Warden should go to the phone and call the selected candidate, inviting them to come and serve as your next Rector with the following contingencies:

1. A final approval by the bishop
2. A clean Oxford Documents background check
3. Approval by the ACNA Bishop's Review Team

The candidate may need a couple of days, but if they are called, a couple of days should be sufficient. If it is delayed beyond that timeframe, there may be a problem that needs to be overcome. Please alert the bishop if this is the case.

Once the candidate has agreed to come, the Senior Warden should communicate immediately and in this order to:

- Vestry
- Search Team
- Bishop
- Dean
- Congregation through email blast and Facebook if the congregation uses it

This is a time of celebration, for all!

Step 15: Negotiation

The Senior Warden should send the new Rector a Letter of Agreement (can be found in the Rectors and Wardens Manual and on the diocesan website), stating the Ministry Description, the stipend and benefits and encouragement to be part of the local church, the deanery and the diocese, as there are 3 levels of relationship for our clergy.



The new Rector will request a Letter of Dimissory of his or her current bishop so that a transfer to Diocese of Western Anglicans may be effected efficiently. The diocesan office will send a letter of reception, in response to this request and will request basic contact information so we may update our files.

The Senior Warden will work with the new Rector to schedule through the diocesan office a Service of Institution of a Rector, led by the bishop or, in his absence, the Dean.

Notes on the Pastoral Care of People:

During this process, prayer and care are vital. The Senior Warden, the Search Team Leader and any continuing staff should maintain as high a level of communication to the congregation and the candidates as possible. The prayer team should receive regular updates and prayer requests. The congregation needs to know weekly, even if it is just a sentence or two, where the Search process is and how they can pray for everyone involved.

Once a candidate has been placed in Pile C, they should receive a letter (email or snail mail) letting them know that you will not be moving forward with them and thanking them profusely for sending you their information.

Once a candidate has been placed in the A Pile, they will receive communication from you, but whenever someone is eliminated, they should receive the same kind of letter that all of the Pile C candidates receive, within a week of your decision if possible. If, for some reason, the Search Team is unable to keep a frequent rhythm of meetings while you are considering the Pile A candidates, just an email word of assurance to each of them will strengthen them for the journey.

At the end of the Search Team's process, with 3 names going forward, the Search Team should send the same letter to the Pile B candidates. It is acceptable to wait with them until the finalists are selected because you may want to go back into this group and gather additional information on one or more of them.

Please remember, the Lord is in the people business and because He works in and through us, so are we.

Please forward to the diocesan office the files on all worthy candidates who were not selected, so as to offer them placement, by God's grace, in another congregation of the Diocese.



Appendix A-1
Local Congregation Search Process and Timeline for a Rector
 September 11, 2014

I. Parameters

- 1. CLM's are the search team
- 2. The Board Elders approve the hire
- 3. The Personnel Team handles the details
 - Define the process
 - Conduct the search
 - Communicate with the body
- 4. Prayer fuels the process

II. Process

	WHO	WHEN
<input type="checkbox"/> 1. Design the search process	Exec. Elders	Sept. 21
<input type="checkbox"/> 2. Prayer process engaged	Board Elders	Sept. 21
<input type="checkbox"/> 3. Board approves the process	Board Elders	Sept. 21
<input type="checkbox"/> 4. Form Personnel Team	Exec. Elders	Sept. 30
<input type="checkbox"/> 5. Form Prayer Team		
<input type="checkbox"/> 6. Personnel Team communicates progress to:		
<input type="checkbox"/> Identifies Roles for Influencers	CLMs	Sept. 23
<input type="checkbox"/> Servant Community		Monthly
<input type="checkbox"/> Whole Church		Monthly
<input type="checkbox"/> Crossing the Bridge		Weekly
<input type="checkbox"/> 7. (A) Interim Period		
<input type="checkbox"/> Define Associate Pastor interface	Exec. Elders	Sept. 10
<input type="checkbox"/> Approve Ministry description Interim Pastor	Board Elders	Sept. 21
<input type="checkbox"/> Interim hired	Personnel & Elders	Nov. 16




(B) Develop Senior Pastor ministry description

- Input Opportunities
 - CLMs Nov. 4
 - Servant Comm. Nov. __
 - Positive Influencers Nov. __
 - Whole Body Nov. __
- Write draft Dec. 7
- Review draft electronically or meet CLMs Dec. 7-20
- Approve ministry description Board Elders Dec. 21

(C) Budget for interim season

- Preview for parameters Finance Oct. 7
- Develop
- Approve Board Elders Oct. 19

(D) Publish & Post

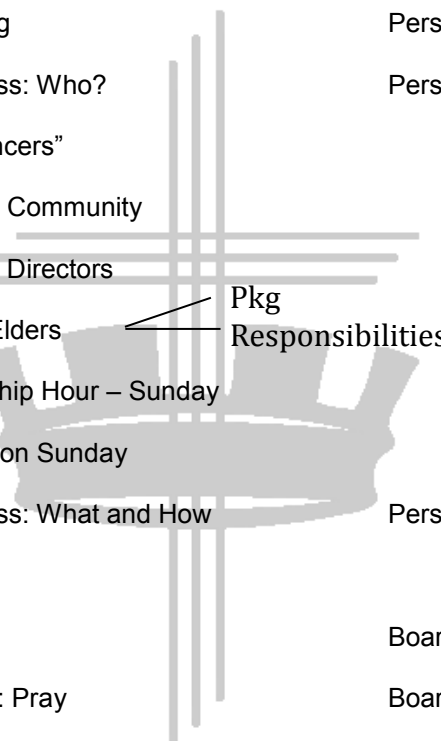
- Publish ministry description info 90 Days Personnel
 - Websites Dec. 1
 - Diocesan offices Oct. 15
 - Our vehicles Oct. 15
- Review Resumes – ongoing Personnel Dec. - Feb.
 - Categorize
 - Follow up 
 - Sermons
 - References
 - Ministry Work Product
 - Gather more info

(E) Short List: 6-10

- Phone/Skype Interviews Personnel March
- Develop behavioral screen Personnel Feb. 1
- Conduct interviews Personnel Mar. 1
- Meet to discuss/decide Personnel Mar. 31



- | | | |
|---|--------------------|---------|
| <input type="checkbox"/> (F) Final list: 2-3 | Personnel & Elders | Mar. 31 |
| <input type="checkbox"/> Arrange Dean Interview | Personnel | Mar. 31 |
| <input type="checkbox"/> Arrange Bishop Interview | Personnel | Mar. 31 |
|
 | | |
| <input type="checkbox"/> (G) Arrange For | | |
| <input type="checkbox"/> Background checks (6 weeks) | Personnel | Mar. 31 |
| <input type="checkbox"/> Reference checks | Personnel & Elders | April |
| <input type="checkbox"/> Travel – Lodging | Personnel | April |
| <input type="checkbox"/> Interview Process: Who? | Personnel & CLMs | April |
| <input type="checkbox"/> “Influencers” | | |
| <input type="checkbox"/> Servant Community | | |
| <input type="checkbox"/> Ministry Directors | | |
| <input type="checkbox"/> Board Elders | | |
| <input type="checkbox"/> Fellowship Hour – Sunday | | |
| <input type="checkbox"/> Preach on Sunday | | |
| <input type="checkbox"/> Interview Process: What and How | Personnel & CLMs | April |
|
 | | |
| <input type="checkbox"/> (H) Decision Time | Board Elders | May |
| <input type="checkbox"/> Meet to discuss: Pray | Board Elders | May 1 |
| <input type="checkbox"/> Seek permission to hire | Sr. Elder | May 1 |
| <input type="checkbox"/> Negotiate with Pastor: Extend call | Exec. Elders | May 1 |
| <input type="checkbox"/> Hire | Board Elders | May 1 |
|
 | | |
| <input type="checkbox"/> (I) Follow up | Exec. Elders | Jun 1 |
| <input type="checkbox"/> Letter of agreement | | |
| <input type="checkbox"/> Assist Pastor with transition | | |



Appendix A-2
Rector Search Team Ministry Description
October 1, 2014

1. Communicates Progress - Monthly or more often
 - CLM (Core Lay Leaders)
 - Servant Community (All Leaders)
 - Church - Crossing the Bridge (weekly eletter)

2. Develops Sr. Pastor Ministry Description
 - a. Invites Input
 - CLM
 - Servant Community
 - Influencers
 - b. Writes draft
 - c. Approval

3. Publish and Post

4. Review resumes and categorize
 - a. Schedule phone interviews
 - b. Follow-up: Sermons, references, ministry work product
 - c. Gather information

5. Short List

6. Final List



Appendix A-3
Congregation Profile
September 10, 2014

A. Our Purpose

We believe that God is calling us today to live as Jesus lives so that He may be known, worshipped and obeyed to the ends of the earth. We are called to be everyday missionaries who are strengthened everyday as we Connect, Grow and Serve.

B. God is Building a Missional Community

1. We will apply the Great Commission of Jesus that focuses us on and produces greater missionality. Matthew 28:16-20
2. We will apply the Great Commandment of Jesus that focuses us on and produces greater community. Luke 10:25-28

Through the Great Commission and Great Commandment, God will produce everyday missionaries of us. When God's people:

- Connect to Him in worship and to one another in Fellowship
- Grow in discipleship as Jesus followers; and
- Serve Jesus by bearing witness to Him we become everyday missionaries a little more everyday.

By Connecting, Growing and Serving, everyday missionaries will effectively produce new missional communities that in turn produce more everyday missionaries.

C. Our Values

Worship that enables us to praise, worship, glorify and love God.

Living a life that glorifies God as we make a daily offering of our life to Him.

Fellowship experiences where we pray and care for one another.

Sharing our lives in fellowship through caring for each other, praying for each other, accepting and encouraging each other as true friends.

Discipleship experiences which are based on Scripture and relevant teaching.

Devoting ourselves to spiritual disciples and nurturing the spiritual growth of others, transforming lives for the glory of God!

Ministry that is willing to try new ways to serve others.

Serving God's people in a way to meet their needs and help them to identify and use their gifts to God's glory.



Evangelism that reaches out to all ages, classes and races.

Inviting those in the world who do not know Jesus into a vital relationship, using our spiritual gifts.

Natural Church Development Insights

In August 2014, Living Faith Anglican Church surveyed 30 of its leaders, using the Natural Church Development Insights instrument. The purpose of the survey was to discover the relative health of our church in eight different areas.

There are eight quality characteristics that the NCD instrument analyzes: Empowering Leadership, Gift-Based Ministry, Passionate Spirituality, Functionality, Inspiring Worship Service, Holistic Small Groups, Need-Oriented Evangelism, and Loving Relationships. LFA scored high (between 67 and 76 points) in 6 of the 8 characteristics with Gift-Based Ministry being the highest. The two characteristics receiving the two lowest scores were Inspiring Worship Service (63 points), and Holistic Small Groups (61 points). Both of these scores are significantly above average, though. Overall, the NCD Insights instrument found our church's health to be very strong, within the top 15% of churched in our country!

Nevertheless, LFA wants to continue to strengthen our partnership with God by taking effective steps to remove identified barriers for our ongoing growth. The ministry directors set goals for the 2015 church year which target our two lowest scoring characteristics.

For Inspiring Worship Service, they recommended to the elders that a music director be hired. The elders added this position to the 2015 budget. Other strategies to strengthen worship that will be implemented



DEMOGRAPHICS

	<u>NUMBER</u>			
<u>INDIVIDUAL</u>				
MEN	67			
WOMEN	102			
CHILD 0-5	16			
CHILD 5-14	8			
YOUTH 15-18	22			
COLLEGE 20	10			
TOTAL:	225			
<u>FAMILY UNITS</u>				
ALL FAMILY UNITS	118			
FAMILIES W/CHILDREN	6			
FAMILIES W/YOUTH	7			
MARRIED/NO CHILDREN	64			
EMPTY NESTERS	31			
<u>EDUCATION FOR ADULTS</u>				
% W/BA	n/a			
% W/LESS THAN BA	n/a			
% W/MORE THAN BA	n/a			
<u>CONGREGATIONAL STATS FOR 2014</u>				
	<u>AVG. WEEKLY</u>			
8:30 ATTENDANCE	59			
8:30 NURSERY	4.5			
10:30 ATTENDANCE	51			
10:30 NURSERY	3			
10:30 CLOW	3			
10:30 ADULT CLASSROOMS	4.5			
HOME COMMUNIONS	4			
<u>CROSSWALK</u>				
	<u>AVG. WEEKLY</u>			
NURSERY	2			
ELEMENTARY	6			
JR/SR HIGH SCHOOL	9			
ADULTS	9			
<u>ANNUAL EVENTS</u>				
ANNUAL MEETING	127			
SEDER	55			
STEAK FRY	70			
TUTORING - Guadalupe	50			
FEED MY STARVING CHILDREN	50			
INTERNATIONAL STUDENTS DINNERS	102			
GOLF TOURNAMENT	65-70			
FAMILY FUN DAYS 5th Sunday	100			
VACATION BIBLE SCHOOL	140			
MENS RETREAT	19			
BOB BREAKFAST	9			
MEDITATION WORKSHOPS	14			
LUMNIARIA BREAKFAST	40			
SHROVE TUESDAY PANCAKE SUPPER	100			
WOMENS BIBLE STUDY	10			
DAUGHTERS PET BLESSING	25			
CORE LAY RETREAT	12			
PUMPKIN PATCH VISITORS	2500			
CHRISTMAS TREE LOT VISITORS	2000			
EASTER EGG HUNT VISITORS	200-250			
CRAFT AND CHAT	6			
DOHC RETREAT	10			
PRAYER VIGIL	24			
BEAT THE HEAT	130			
<u>2014 BUDGET INCOME</u>				
TOTAL BUDGET	\$ 429,995.00			
% OPERATIONS	91%	\$ 393,427.00		
% WORSHIP	1%	\$ 5,743.00		
% DISCIPLESHIP	3%	\$ 13,500.00	"	
% FELLOWSHIP	1%	\$ 4,650.00	"	
% EVANGELISM	4%	\$ 15,450.00	"	

F.A.Q.

Which ACNA diocese are you in and who is your bishop?

Living Faith is part of the Diocese of Western Anglicans. Our Bishop is our former pastor, Bp. Keith Andrews.

Do you own or rent your facilities?

We own our facilities and have been in them since 2007. We have three buildings: our Worship Center, Administration, and our Education Building. We also have a preschool on our campus and a memorial garden.

How many regularly attend worship?

We are multi-generational and multi-ethnic community trending toward “empty-nesters”. We have two services on Sunday morning, one at 8:30am and another at 10:30am. Combined we have approx. 120-150 worshipping at the services.

What is the annual budget of the church?

We have an annual budget of approximately \$350,000.00

What types of ministry are currently going on and what do you feel called to begin?

We have four areas of ministry that we are very focused on. Evangelism, Discipleship, Fellowship and Children and Families. We have always been missional and seek to reach the unchurched. We are also open to growing in other areas.

What are the local neighborhoods' demographics?

Go to movoto.com and enter in our zip code, 85283, to find our neighborhood demographics.

How many staff members are there?

We currently have 2 in-office staff members and 5 other campus staff members.



Appendix A-4

Congregation Workshop on Rector Qualities

Friends ~

Our Living Faith family is in the beginning steps of a Pastoral Search Process. We would like to hear from you as you prayerfully consider the following qualities you find most important in a Pastor:

- Character
- Skills
- Temperament
- Philosophy of Ministry (Leadership Style)

We have 3 opportunities for you to connect with the Leadership in this process of discernment:

- Our first gathering will be **Sunday, November 9th at 12:45pm** in the Worship Center. Please feel free to grab something to eat and return for the meeting.
- The second gathering will be **Wednesday, November 12th at 6:30pm** in the Worship Center. We invite you to come for worship at 6 pm before the meeting.
- The third way of communicating your feedback would be via email to me at donnabwatt@gmail.com.

Please know we value your time and are planning for a 2 hour discussion at each one of the gatherings. There will also be childcare available.

If you have further questions, please don't hesitate to ask.


Donna Watt
Sr. Elder

Friends ~

Our Living Faith family is in the beginning steps of a Pastoral Search Process. We would like to hear from you as you prayerfully consider the following qualities you find most important in a Pastor:


- Character
- Skills
- Temperament
- Philosophy of Ministry (Leadership Style)

We have 3 opportunities for you to connect with the Leadership in this process of discernment:

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Please know we value your time and are planning for a 2 hour discussion at each one of the gatherings. There will also be childcare available.

If you have further questions, please don't hesitate to ask.


Donna Watt
Sr. Elder



Workshop Outline
11/9 & 12

Agenda

Open with Prayer

Explanation: Search Process
30/40 min.
Instructions for the evening

Break into small groups: 4/5 per group with flip chart 60 min
25 minutes - Brainstorm - All 4 areas
10 minute break (mid session)
25 minutes to come back and prioritize Top 25% (Critical),
mid 50% (important), the rest

Discussion topics:

2. Character (spiritual life, who they are in Christ, etc.)
3. Skills (preach, teach, pastor, relationships, one on one, cast vision, administrator, etc.)
4. Temperament (personality, ability to collaborate, partner, approach to conflict resolution)
5. Philosophy of Ministry (leadership style, what the church is, create communities, teams, circles of commitment, purpose driven church, driven by vision, etc.)

Gather together at end to report out

Take aways

Close with Prayer

Timekeeper will track time and move the process along

There will be flip charts and markers

Group leaders will circle key items on paperwork and turn in



Appendix A-5
Rector Ministry Description
November 2014

Purpose

Living Faith Anglican Church is searching for a Senior Pastor. A good candidate will be a visionary with strategic skills that will grow the church into the next phase of mission and ministry and will build and mobilize small groups. See description below.

4. We believe that God is calling us today to live as Jesus lives so that He may be known, worshipped and obeyed to the ends of the earth. We are called to be Everyday Missionaries who are strengthened everyday as we Connect, Grow and Serve.
5. Living Faith is a clergy-led lay-driven church with a missional focus, rooted in the Anglican tradition. The Senior Pastor will be a servant leader who builds upon existing groundwork from a vibrant and vital community that encourages evangelism and discipleship among the body.
6. Living Faith is located in Tempe, Arizona which is located in the Phoenix Metropolitan area and near the main campus of Arizona State University.

Discipleship

6. Multiply small groups, churches and campuses
7. Lead and develop the laity
8. Mobilize volunteers

Ministry

5. Engage Living Faith members in their spiritual growth through preaching and teaching
6. Develop renewal strategies
7. Mentor and develop the spiritual and practical leadership of the Board of Elders (Vestry) and Ministry Directors

Worship & Liturgy

3. Maintain our Anglican identity while meeting personal and cultural needs essential in our time
4. Design all worship services so that we remain both rooted and relevant.
5. Enhance worship through music and technology

Evangelism

6. Develop strategies to reach the unchurched
7. Strengthen and encourage the body to focus outwardly and grow as Everyday Missionaries
8. Answer the Lord's call to participate in the community



Administration

7. Communicate and write well
8. Motivate and facilitate small and large groups
9. Oversee staff and volunteers; lay and ordained, paid and unpaid



Appendix A-7
Rector Interview Questions Level 1: Phone

Applicant: _____

Rate on a scale from 1 (NOT STRONG) – 5 (STRONG)

1) What is your story and why Anglicanism? 1 2 3 4 5

2) Tell us about a time when you helped a congregation go where God wanted them to go. 1 2 3 4 5

3) Tell us how in your experience you have encouraged discipleship in the body. 1 2 3 4 5

4) Tell us about a time you handled conflict within the church body. 1 2 3 4 5

5) Being a Senior Pastor requires a broad skill set. What is your favorite part of ministry? What is your least favorite? 1 2 3 4 5

6) Do you have any questions for us? 1 2 3 4 5



Appendix A-8
Rector Interview Questions Level 2: Video

Applicant: _____

Rate on a scale from 1 (NOT STRONG) – 5 (STRONG)

1) Why do you want to come to Living Faith or what attracted you to apply?
1 2 3 4 5

2) What might be your greatest challenge at Living Faith and how would you deal with it?
1 2 3 4 5

3) A Senior Pastor needs to be able to oversee multiple, unrelated areas for the whole of a church. Can you tell us about a time when you were doing this?
1 2 3 4 5

4) Tell us about your personal relationship with Jesus as demonstrated in your daily and weekly spiritual disciplines.
1 2 3 4 5

5) Do you have any questions for us? 1 2 3 4 5



Candidate Questions

For each candidate:

1. Why did you apply at Living Faith?
2. What would you do in the 1st six months at Living Faith?
3. What social media platforms do you use regularly?
4. What books are on your kindle/nightstand?

Candidate #1

1. What are your strategies for growth for Living Faith that it will take it from 150 – 200 members?

Candidate #2

1. While you were with Saddleback did you have opportunities to celebrate at an Anglican service elsewhere.
2. What are you currently doing with ACNA?
3. How would a guy who has senior pastored a congregation of 2400 be comfortable in a much smaller church? What concerns do you have about this?

Candidate #3

1. You have no Senior Pastor experience, only a long assistant rectorship, why is this the right time to be come a Senior Pastor and why do you believe Living Faith is the right place?
2. How comfortable are you with a congregation known for Charismatic renewal? How would you define your theology in terms of the 3 streams (catholic, evangelical, charismatic)?

Candidate #4

1. You have a variety of work experiences outside of pastoring, what will you bring to Living Faith from those experiences?
2. Having only been an “assistant pastor” of a congregation, what anxieties/concerns do you have about becoming a senior pastor?
3. How does your love for “art & faith” fit into parish ministry?
4. What classes have you taught at Colorado Christian University?
5. You have no Senior Pastor experience, only a long assistant rectorship, why is this the right time to be come a Senior Pastor and why do you believe Living Faith is the right place?

Candidate #5

1. From your resume, it seems that your only “objective” is to secure this position as Senior Pastor of Living Faith, are you open to the possibility that God might be directing you to be senior pastor in another church?
2. You know what Living Faith is like now, how would you propose to lead us into greater growth numerically and in spiritual depth?



3. What are your thoughts and how would you handle the fact that some in congregation may always see you as Fr. Keith's assistant?
4. What are some of the things you have seen done at Living Faith that you feel should be changed and that you would do differently?

You have no Senior Pastor experience, only a long assistant rectorship, why is this the right time to become a Senior Pastor and why do you believe Living Faith is the right place?



Appendix A-9
Rector Search Professional Reference Questions List - Phone

1. How long have you know the candidate? In what capacity?

2. What are the candidate's strengths and weaknesses?

3. In your opinion, would the candidate be suited for the Sr Pastor position for a church of 150?

4. Have you seen the candidate involved in a conflict? If so, can you describe how they handled the situation?

5. Has this person ever had a situation in which moral failure, financial impropriety or any other character diminishing activity has occurred?

6. Would you hire this person?

7. Is there anything you would want us to know about the candidate?



Appendix A-10
Rector Search Finalists Personal Interview Schedule

Time	Activity	Place
<u>Friday</u>		
9:40 a.m.	Meet at the airport - Tess Take to hotel	Embassy Suites
Lunch	ASU Ministry – Emmanuel and Mabel	Mission House
1-3	Evangelism Activities and Guadalupe Tour - Jeff	
6 pm House	Dinner with Sr. Elder and Treasurer with spouses	Mission
<u>Saturday</u>		
9:30 a.m.	Breakfast with Fr. Chuck Collins and Fr. Tom Phillips Tour of church with Fr. Tom Meet church staff	
11:30 - Hall	“Sandwich” lunch with the Elders & Search Committee	Fellowship
2 – 4 p.m. Hall	Meet with the Servant Community Tells his story and answers questions, NCD	Fellowship
6 House	Dinner and Informal Meeting with Elders, Ministry Directors and Search Team (Includes spouses) After dinner: Candidate speaks on why he is interested in LFAC Q & A for the candidate	Mission
<u>Sunday</u>		
8:00	Preach and celebrate at both services Meets with congregations members after each service to tell his story and introduce his family	
1 – 2?	Lunch with Elders and Search Committee	
	Fellowship Hall	
2 - 3? Room	Meet with Discipleship Team	Conference



Afternoon

Possible meeting with realtor, etc.
Time on their own

Monday

Take to airport for return home



Appendix A-11
Rector Search Congregation Feedback on Finalist
Sunday, June 14, 2015

Thank you for your feedback, we value your input. The Elders will prayerfully consider your comments as they move forward on the decision for our Sr Pastor.

Overall Comments/Initial reaction to Rev. [Name]: _____

What impressed you the most? _____

What part of the sermon did you enjoy the most? _____

If you attended Saturday's session, what comments would you like to share from that? _____

Do you have any concerns? _____

Additional comments? _____

Please turn in your comments by 5:00pm on Sunday, June 14th



Appendix A-12a
Rector Search Letter to Pile C Candidates

From:
Sent: Thursday, February 26, 2015 2:55 PM
To:
Subject: RE: ChurchJobFinder.com: Senior Pastor

Thank you for your interest in the Senior Pastor position at Living Faith Anglican Church in Tempe, AZ.

We've had a tremendous response to our posting and are now in a time of discernment as to who we are moving forward with. Unfortunately, we will not be moving forward with your application.

We hope the best for you and for the work God has for you.

Living Faith Anglican Church
1945 East Guadalupe Road
Tempe, AZ 85283
[480.831.2514](tel:480.831.2514) www.livingfaithanglican.org

Appendix A-12b
Rector Search Letter to Pile B Candidates and Non-finalists

From:
Sent: Tuesday, March 31, 2015 11:38 AM
To:
Subject: Sr Pastor Position

[Name],

Thank you for your interest in the Senior Pastor position at Living Faith Anglican Church in Tempe, AZ.

We are very grateful for the time you spent with us during the phone interview process. However, at this time we have decided to pursue other candidates.

We hope the best for you and for the work God has for you.

Living Faith Anglican Church
1945 East Guadalupe Road
Tempe, AZ 85283
[480.831.2514](tel:480.831.2514) www.livingfaithanglican.org



Appendix B-1
Local Congregation Search Process and Timeline for a Rector

FEBRUARY 2015

- Search Team Chair called by the Vestry
- Intercessory Prayer Team formed
- Prayer process engaged
- Search Team called and approved by the Vestry
- Timeline developed and approved by Vestry
- Preliminary announcement of vacancy

MARCH 2015

- Search Team develops Parish Profiles and Rector Ministry description
 - *gathers input from a variety of sources
- Chair meets to develop budget for process

**APRIL/MAY
JUNE 2015**

- Publish, Post, Gather resumes
 - *websites, Diocesan Offices, etc.
- Review resumes as they are received
 - *divide into YES/MAYBE/NOT A MATCH
 - *Follow-up: sermons/ references/ ministry work products/ more?

JUNE 2015

- Develop short list (6-10 people)
- Phone/skype interviews
- Develop Behavioral Screen
- Conduct Interviews
- Discussion/ Prayer/ Discernment/Decisions



JULY 2015

- Final list of 2-3 people
- Arrange visitation with the Dean
- Arrange interview with the Bishop

AUGUST/SEPTEMBER 2015

- Final List
- Background Checks (6 weeks!)
- Reference Checks
- Visitation—travel; lodging; if married spouse must attend
- Interview with combined Vestry and Search Team (develop questions)
- Preach on Sunday
- Fellowship Hour

SEPTEMBER/OCTOBER 2015

- Decision Time
- Meet to pray and discern
- Ask Bishop for permission to hire
- Negotiate package with new Rector
- Hire
- Follow-up Letter of Agreement
- Facilitate transition



Appendix B-3 *Congregation Profile*

HISTORY OF GRACE ANGLICAN CHURCH

The body of Christ at Grace Anglican grew from the combination of two faithful congregations who left ECUSA around 2006. Like many congregations we needed to find new worship space. In January 2010, the congregation known as St. Anne's marched down the road, carrying the cross, to our new place of worship at Carlsbad Community Church. Carlsbad Community Church welcomed us to worship in their smaller sanctuary, eager to support our stand on the authenticity of God's Holy Word. This became our temporary home while we searched for a more permanent place which would give us full time access to space. We are very grateful to Carlsbad Community Church!

In August of 2011, lead by our current Rector, Fr. Joe Rees, we moved to an industrial site at 4055 Oceanside Blvd., still within the boundaries of Oceanside, our original home. The congregation grew together into a close knit group by laying flooring, painting, and transforming our new location into a beautiful new home.

In January 2015, at our annual meeting, Fr. Joe and his wife Lucy announced his retirement effective August 2, 2015. He and Lucy had promised each other that they would retire at the age of 62 and spend time with their growing group of grandchildren. The Vestry named the Search Committee chairperson; the Intercessory Prayer Team was selected and the Search Team formed. We are committed to a discernment process to determine the person God has already chosen to be the next Rector of Grace Anglican Church.

FACILITIES

Grace Anglican Church is located at 4055 Oceanside Blvd., Oceanside, CA. We are renting a 10,964 square foot industrial site, occupying Suites N through S. The space provides a large sanctuary which seats 300 (plus additional seating is possible in the balcony). In addition, there is a nursery, two Sunday School rooms, a kitchen, a meeting hall and the main office and Rector's office. The Narthex area houses the library, a book table and two small areas used by prayer teams. Please visit our website for photographs.

WHAT MAKES GRACE ANGLICAN SPECIAL?

Grace Anglican people are a resilient, strong people of prayer who love the Lord. We stand on the Bible, are Liturgical, Eucharistic, Loving, and filled with the Holy Spirit. We are a people who embrace Spiritual gifts, especially in the area of Healing. We are strongly supportive of each other, evidence God's love and exhibit a strong faith. We have learned that the Church is not a building, it is the people. We are excited about fulfilling God's vision for us.

LEADERSHIP AND STAFF

The following is a list of our current Leadership Team and Staff:

Rector	Fr. Joe Rees
Assistant Pastor	Pastor Kathleen Adams



Parish Administrator	Jean Hawk
Treasurer	Frances Slaughter
Music Director	April Snyder
Sexton	John Little
Sound Technician	Paul Noble
Acolyte Master	Jim Livingston
Altar Guild	Carol Neu
Parish Cursillo Rep	Thor Strom
VESTRY	
Rector's Warden	Judy Gillease
People's Warden	Randy Stewart
Members	Dick Sholly, Andy Dannenberger, Jan Simon, Linnie Phelps,
	Alfred Focke, Holden Howell, Carol Neu
	Alternate: Ann Fox
Vestry Chaplain	Thor Strom

WORSHIP

Our primary Sunday worship service follows the Liturgy outline from the Anglican Church in North America using the Revised Common Lectionary. We believe the Scriptures of the Old and New Testament to be the Inspired Word of God and we form our life and worship of God using the Scriptures as our foundation. Our worship centers around praising God, learning from the Scriptures and sharing in Holy Communion. We worship as a community of believers in Word, song and sacrament. We have two prayers teams available at the 9:30 service who anoint, lay-on hands and "listen, love and pray" during Communion.

Grace Anglican Church currently has two services on Sundays: a spoken Eucharist service at 7:30 AM and Holy Eucharist with a combined choir and praise team at 9:30 AM. We currently rent our facility to the Church of the Advent whose service begins at 11:15 AM.

The Nursery opens at 9:20AM; Children's Church is at 9:30 AM and Coffee and Fellowship is at 11:00 AM in the Parish Hall.

Evening Prayer is celebrated at 6:30 on Tuesdays.

Holy Eucharist is celebrated on Wednesdays at 10:00 AM.

Soaking Prayer is held on the second Wednesday of the month at 6:30PM

Evening Prayer and Healing service is held on Fridays at 6:30 PM

PRAYER

Grace Anglican Church has had a long history of embracing the ministries of Intercessory Prayer and Healing Prayer for the sick.

Intercessory Prayer is demonstrated in numerous ways, among them:

- A selected team (usually two members) prays throughout the sanctuary and all church rooms before each worship service.
- A quarterly calendar is issued for the Cycle of Prayer that involves all members praying for all members of the church.



- A ministry known as Prayers and Squares. Lap quilts are designed and made by a dedicated team of quilters. They are made for members of the congregation requesting a quilt for another member, a friend, or a loved one. Quilt knots are tied and prayers said (with laying on of hands) during the Sunday Holy Eucharist services. This ministry has brought great comfort to many who are sick or bereaved. Members of the Armed Forces, who are in need of special protection, may receive small versions of the prayer quilts.

Grace Anglican believes strongly in James 5:14-15. The Prayer Ministry Team is trained and equipped to "Listen, Love and Pray." Anyone desiring prayer meets with two prayer ministers in a quiet place after receiving the Eucharist. Many members of the team are members of The Order of St. Luke. Grace Anglican has hosted Healing Missions for the community. They are sponsored by the Christian Healing Center (CHC), a ministry initiated about a decade ago by St. Anne's Church and modeled after the Christian Healing Ministry of Francis and Judith McNutt in Jacksonville, Florida. The CHC is now affiliated with the Branches of the Cross Anglican Church in Vista (a church plant of Grace Anglican Church).

BIBLE STUDY/SMALL GROUPS

We have a variety of Bible Studies which take place throughout the week; some at the church and many in individual homes. We have group Bible studies at the church on Tuesday evenings, Wednesday afternoons, and Tuesday at 11:30 AM, usually taught by clergy. We have a Thursday morning (7AM) Bible study at church which is lay led. On Saturday morning, at the church, the men have a Bible Study which is led by one of the men.

Grace currently has ten small groups meeting in homes. Some groups study specific chapters of the Bible, others may read a particular book. One small group is experimenting with a study of the Gospel of John and the Acts of the Apostles, using typed out copies of the scripture with ALL the punctuation and chapters removed. This group has discovered that this method really makes one think!

We believe we need to develop additional opportunities for small group participation so that new-comers may find a group that is comfortable and appropriate.

ATTENDANCE

The Body of Christ at Grace Anglican Church is a group of strongly faithful, predominantly mature people. We have a few younger couples with children. Our attendance averages 94 weekly. As an older congregation, we have 17 current congregants in Assisted Living facilities. We also serve many military families who are with us a while and then move away. We are committed to working together to bring those who do not know Jesus to a living relationship with Him. We believe we must, "make a friend, be a friend and bring a friend to Christ."

PARISH LAY EUCHARIST MINISTERS



Because we have many members who require support at home or in other living situations, we have developed a strong group of Lay Eucharist Ministers under the able coordination of Robbin Gates. These fifteen people are trained to follow an abbreviated liturgy, serving Eucharist from the Sunday service, summarizing the sermon, anointing with oil and praying for those who cannot attend our regular services. They serve as an extension of the body of Christ at Grace bringing communication from Grace and then back to the clergy. In this way those who have to be away from the body of Christ can still feel a part of us.

BUDGET

Grace Anglican Church operates under a FAITH budget, relying on God to meet our needs. We believe in the standard of tithing 10% and practice "striving to tithe" to reach that 10% level if we are not already there. As such, Frances Slaughter, our very capable and wise Treasurer, each year builds the budget around the pledges submitted using her experience of past years infused by the Holy Spirit's wisdom. We have never ended the year in the red! Please see the current budget summary. (Jean we will need to add the actual budget summary here ; lets talk)

WHERE WE FEEL THE LORD IS LEADING US—OUR FUTURE

The Leadership of Grace Anglican Church has been praying intensely for God's Vision for His church here at Grace. As a group we have discerned the following five areas and specific outcomes we believe God would like to see at Grace over the next five years:

EVANGELISM

Acts 1:8 We believe we are being called to go **outside** of our building to unchurched people; our neighbors; people we see everyday; strangers; those who do not know Jesus.

We believe people will be **filled** to reach out for the sake of others through the gifts of the Holy Spirit.

We believe people will see Jesus in the lives of the people of Grace Anglican.

WORSHIP

We see the people of Grace so excited to worship God that they arrive early for church!

We see a Worship leader drawing the people into worship; people in full participation, hearing from God.

We see this freedom in worship supported by Bible-driven sermons, celebration of the Eucharist and contemporary music.

We see the Anglican style of worship presented in such a way to be welcoming to those NOT familiar with Liturgy.

PRAYER/HEALING

We believe Grace will be known as a place to come for Healing and Prayer.

We believe prayer will encompass all we do; prayer will impact the community beyond our walls.



We demonstrate that prayer changes lives; we live in an atmosphere of expectancy.

We actively seek God's presence and follow God's prompting to act.

YOUTH MINISTRY

We see passionate programming for children and youth EVERYWHERE.

We make ourselves and our faith visible to youth so they will want what we have!

We have leaders identified and stepping out to where youth are.

We are available to youth when they need help/counsel.

We see youth included in the worship service and we disciple youth to take leadership roles.

DISCIPLESHIP

We believe Spiritual Formation will be the natural way of doing things at Grace Anglican.

We believe in continuous study to know and do the things that Jesus did.

We see joyful people discerning gifts and encouraging each other.

We see people comfortable sharing prayer needs and speaking healing words spontaneously to strangers.

We are looking for a Rector who will embrace the above five areas.

We believe God has called a person to be our new Rector who

- * Is filled with the Holy Spirit and believes in the Manifestation of the Gifts for today (including Healing, Signs and Wonders, Prophecy)
- * Believes in the Power of Worship to bring people into the Presence of God through the Holy Spirit
- * Is able to discern God's plan for Grace Anglican and empowers us to fulfill God's Vision for Grace.
- * Presents inspired, Bible-based sermons engaging the congregation and impacting how we live.
- * Exhibits a strong prayer life; expecting to hear God; and knowing prayer must be the foundation of all we do.
- * Has a passion to draw young people to our midst and compassion for the elderly and infirm.
- * Empowers and encourages others to use their gifts; working collaboratively to orchestrate, evaluate and delegate, while recognizing his/her own weaknesses.
- * Exhibits a passion to disciple and build up the congregation to fulfill the Great Commission.
- * Has his/her priorities in order: God, Family, Ministry.
- * Demonstrates strong pastoral skills; a joyful spirit; and a sense of humor.

INTERESTED APPLICANTS:

Please submit:



- A cover letter stating why you would be a good candidate
- A resume
- Three personal references
- The name and contact information for your Bishop

Additional information may be requested later.

These can be submitted electronically at Patricia.stewart417@gmail.com

Or in hard copy mailed to Grace Anglican Church attention: Patricia Stewart

Thank you!




Appendix B-4
Congregation Workshop on Rector Qualities

DEADLINE: APRIL 26, 2015

Dear Friends,

As we begin the process to discern whom God has chosen to be our next Rector, the Search Team would like your input regarding the characteristics you believe our new Rector must have to move Grace Anglican forward into the future. The form below is designed to be completed in small groups, but you may also fill it out yourself and return it to the office or to me at Patricia.stewart417@gmail.com. Prayerfully list the characteristics in each section on your own. THEN, IF you are completing this in a small group, discuss your ideas in groups of 2 or 3 and STAR the characteristics that are crucial/ non-negotiable.

<p>1. CHARACTER/PERSONALITY (ex. Trustworthy, pastoral)</p>	<p>2. SKILLS (ex. Inspired preaching)</p>
<p>3. TEMPERAMENT (ex. Calm, outgoing)</p>	<p>4. LEADERSHIP STYLE (ex. Autocratic, team builder)</p>
<p>5. WORSHIP STYLE (EX. Bible based, charismatic,)</p>	<p>6. ADMINISTRATION (ex. Strong leader, delegator)</p>



Appendix B-5
Rector Ministry Description
JULY 2015 (DRAFT)

Grace Anglican Church is searching for a new full time Rector. A good candidate will be gifted by God to develop lay leadership which takes us beyond the walls of our church into the Mission field. We believe we are called to the unchurched people. We are called to exciting worship which invites all into the presence of God. We believe we are called to be a place where the community seeks God's healing: physically, spiritually and emotionally. We believe our future is dependent on reaching out to children and youth. Finally, we believe God is calling us to KNOW Him, to utilize His gifts and encourage each other in our daily lives and work.

We are looking for a Rector who will embrace these five areas of emphasis described above:

EVANGELISM
WORSHIP
PRAYER/HEALING
YOUTH MINISTRY
DISCIPLESHIP

We believe God has called a person to be our new Rector who:

- Is filled with the Holy Spirit and believes in the manifestation of the Gifts for today.
- Believes in the power of Worship to bring us into God's Presence.
- Is able to discern God's plan for Grace Anglican and empowers us to fulfill the plan.
- Presents inspired, Bible-based sermons, engaging the congregation and impacting how we live.
- Exhibits a strong prayer life; expects to hear God; keeps prayer the foundation of all we do.
- Has a passion to draw young people into our midst and compassion for the elderly and infirm.
- Empowers and encourages others to use their gifts; works collaboratively; evaluates and delegates; recognizes his/her own weaknesses.
- Exhibits a passion to disciple and build up the congregation to fulfill the Great Commission.
- Has his/her priorities in order: God, Family, Ministry
- Demonstrates strong Pastoral skills; a joyful spirit; and a sense of humor.



Appendix B-7
Rector Interview Questions Level 1: Phone

RATE ON A SCALE FROM 1(NOT STRONG) – 5 (STRONG)

1. Please tell us the story of your spiritual journey and why you chose Anglicanism. **1 2 3 4 5**

2. What About Grace Anglican Church motivated you to apply for the position of Rector? **1 2 3 4 5**

3. What are your strongest Spiritual Gifts and describe how you are currently using them. **1 2 3 4 5**

4. The Rector of a church wears many hats! What aspects of ministry are your passions and what areas do you most prefer to delegate to others? **1 2 3 4 5**

5. Tell us about your family and how you keep balance in your life. **1 2 3 4 5**

6. Do you have questions for us? **1 2 3 4 5**



Appendix B-8
Rector Interview Questions Level 2: Video

RATE ON A SCALE FROM 1 (NOT STRONG)—5 (STRONG)

1. The Anglican Church embraces three streams: Liturgical, Evangelical and Charismatic. With which stream do you identify most closely? How would you help Grace Anglican to experience all three? **1 2 3 4 5**
2. What are the most important things a church must do to attract new people? Can the Anglican Church be relevant today? **1 2 3 4 5**
3. What is your philosophy and experience with worship music? How do you envision music enhancing worship? **1 2 3 4 5**
4. Tell us about your personal relationship with Jesus and how your relationship affects your daily/ weekly spiritual disciplines? **1 2 3 4 5**
5. Describe a recent occasion when God gave you instruction and tell us what you did as a result. **1 2 3 4 5**
6. What questions do you have for us? **1 2 3 4 5**

