



Information For Vestries And Congregations Regarding The Calling And Search Process For A Rector

Introduction

A prayerful process of discernment, including due diligence, shall be undertaken in the calling of a Rector to a Congregation, and the Vestry shall gain the Bishop's consent before extending an offer to a candidate. The relationship between the Rector and the Congregation, with the support of the Bishop, is one of mutual trust and dependence in carrying out the ministry of the Congregation. As the spiritual leader of the Congregation, the Rector requires the full cooperation and support of the Vestry.

When the need arises for a search committee to be established, the wardens of the congregation shall first consult with the Bishop regarding the status of the congregation, ordained ministry during the interim and the provision for the appointment of a Vicar as outlined in this document. During the interim period between rectors, the Senior Warden of the congregation becomes known as the Bishop's Warden. The Bishop's Warden will regularly update the Bishop about the progress of the search process and the life of the congregation.

Congregation Profile

The Vestry will prepare a Congregational Profile to be made available to candidates. The profile will include matters such as: the current vision of the congregation, historical summary, staff and lay leadership, worship styles, average weekly attendance, financial summary and desired leadership skills and gifts in the new Rector. Input from the congregation may be gathered before the profile is prepared.

Search Committee and Vestry

The Vestry may serve as the Search Committee to consider appropriate candidates for election and call as Rector, having first consulted with and received a list of proposed candidates from the Bishop. Names of potential candidates may be submitted to the Bishop for his consideration prior to the completion of the proposed list of candidates. The Vestry may alternatively establish a different search committee, but the Vestry shall have the sole authority in the Congregation to call a Rector. A Rector shall be elected by the affirmative votes of two-thirds of the Vestry. It is not appropriate for any assistant clergy in the congregation to be members of the search committee, or vote in the calling of a new Rector.

Interview

A candidate should be interviewed by the search committee and members of the Vestry. Wherever possible, a candidate should be interviewed in person and make a visitation to the Congregation (expenses for a visitation should be reimbursed to the candidate by the Congregation). Prior to a visitation, relevant information will be gathered from a candidate including: a current curriculum vitae, education achievement, ministry history, audio / video copies of preaching and character references, where appropriate. It is not appropriate for the candidates to preach or lead services of worship in the congregation during the search process.

The Diocesan Bishop

In the Anglican Church all ordained clergy serve under license from the Diocesan Bishop, therefore, the names of the final candidates shall be submitted to the Bishop for his advice. No person may be elected and called as Rector without the prior approval of the Bishop. The Rector and all other clergy shall not be recognized by the Bishop until they have been canonically transferred to this jurisdiction and licensed by the Bishop.

Letter of Agreement

The call of the Rector shall be in writing in a letter of agreement between the Rector and the Vestry and signed by the Bishop. The letter of agreement must distinctly express job description and any special conditions, together with the stipulations of salary and other benefits offered to the Rector.

Appointment of a Vicar by the Bishop

In the absence of a Rector in any Congregation or Mission, the Bishop may upon the request of the wardens of such Congregation or Mission appoint a Vicar to lead worship and to perform such other functions of Congregational or Mission leadership which is carried out by clergy.

The Congregation

During the search process and the interim period between rectors, the Congregation must be updated regularly on developments and progress of the search committee by a person appointed by the Vestry (usually the Bishop's Warden). The Congregation should be encouraged to be prayerful for the members of the search committee and prayer should be offered during public worship in the Prayers of the People. In the Anglican Church, the congregation does not vote to call a new Rector.