

# All Souls Rector Job Description



*“All Souls Anglican  
Church is seeking a  
full-time rector”*

All Souls Anglican Church is seeking a full-time rector to pastor a parish in Wheaton, IL, within the Diocese of Pittsburgh. We are a close-knit, multi-generational community with a deep love of classic Anglican liturgy and music for the purpose of equipping the people of God. All Souls is a collaborative parish, and enjoys a high degree of lay engagement and volunteerism. We count qualified preachers and teachers among our members. This affords the rector the freedom to seek the right balance of personal care in matters of energy, talents, and time.



## Qualifications

1. A reputation for Christlike character and emotional maturity
2. MDiv preferred, or MA including comparable seminary training, with competence in biblical scholarship
3. 5+ years ministry experience in an Anglican setting, including regular preaching duties
4. A priest in the Anglican Church of North America or eligible for transfer into the ACNA. Willing to submit to episcopal oversight in the Diocese of Pittsburgh.

## Character Traits, Habits and Abilities

1. Deep love of God and the people God has placed in their care, and with a regular practice of prayer, Bible study and spiritual disciplines.
2. Firmly rooted in the Anglican tradition of theology, spirituality and liturgy, and intimately acquainted with the Book of Common Prayer.
3. A deep love and appreciation for creativity, beauty and the arts.
4. A unifier, able to love, serve and bring God's word to persons with a breadth of political and theological perspectives.
5. A hopeful and optimistic spirit, eager to communicate God's goodness and love.
6. A curious and lifelong learner.
7. A collaborative leader who desires to work with laity, vestry and clergy, and encourages the development of their gifts.
8. Honest, open, careful listener, and able to accept and give feedback with humility.
9. Models self-care, sets healthy boundaries, and accepts and fosters structures of accountability.



## Responsibilities

### **Worship and Spiritual Life**

1. Lead the parish's liturgical life, working with lay leaders and clergy to direct regular worship services, feasts and holy days. Administer the sacraments, and provide pastoral services for weddings, funerals, and baptisms.
2. Preach and teach the word of God with care, skill and integrity.
3. Oversee and guide spiritual formation and education in the Anglican tradition of theology and spirituality for all ages within the parish.

### **Shepherding**

1. Collaborate with Vestry to lead the congregation; plan and develop a vision for its future.
2. Empower, equip and support laity in ministry, mission and evangelism.
3. Ensure the pastoral care of individuals and families in time of need, sorrow, celebration and transition by making pastoral calls to members of the congregation, and equipping and empowering others to do the same.
4. Respond to pastoral emergencies, counsel, and/or refer individuals in crisis.

### **Administration**

1. Provide administrative oversight for the daily affairs of the church.
2. Ensure effective communication throughout the parish.
3. In collaboration with the Vestry, discern those activities to perform directly and those activities that are shared with or delegated to other clergy, staff, and laity in our parish.
4. Take primary responsibility for the hiring and releasing of staff in consultation with the Vestry.
5. Develop and maintain relationships with community leaders in the Wheaton area.
6. Foster strong relationships with the Diocese of Pittsburgh, ACNA and worldwide Anglican Communion, representing our parish to these bodies.
7. Undergo mutual annual review process with the Vestry.



# All Souls Rector Job Description



25W741 Jewell Road  
Wheaton, Illinois 60187  
630-344-9510  
allsouls.com

