

All Souls Rector Search Process Description



Phase 1—complete

1. Vestry initiates the search process.
2. The All Souls Rector Search Discernment Committee (RSDC) is formed with 2 vestry co-chairs + 5 lay parishioners.
3. Plans to support process in prayer are implemented:
 - a. Each RSDC member seeks two fellow parishioners to support them in prayer
 - b. The RSDC is added to Sunday prayer liturgy
 - c. Prayer team specifically supports the RSDC and process in prayer

Phase 2—complete

1. The RSDC conducts a survey of the parish and holds focus group conversations to document demographic information about All Souls, and determine the values of the parish and hopes for its future. The RSDC holds a community meeting to report survey and focus group results to congregation.
2. Using the parish survey results and in consultation with parish leadership, the RSDC creates a Parish Profile to describe the life and community of All Souls to give to prospective candidates.
3. The RSDC researches and drafts Rector Compensation Package, working with Vestry to refine and finalize.
4. The RSDC drafts a Job Description for the rector with support from the Vestry.
5. The Vestry drafts new mission statement for All Souls to be included in the Parish Profile.
6. Vestry approves the anticipated compensation package for new rector, Parish Profile, and the rector Job Description.
7. Vestry creates a three-year Strategic Plan, receiving input from ministry leaders.



Phase 3

1. The RSDC begins advertising for the rector position, seeking names of prospective candidates.
2. The RSDC reviews information received from prospective candidates, and identifies names to submit to Interim Bishop and Standing Committee for their consideration to include in final candidate list to interview.
3. The Vestry sends the Parish Profile, Strategic Plan, Financial Report, Rector Compensation Package, and Parochial Report to the Standing Committee and Interim Bishop for their review.
4. The RSDC proposes an interview process and key questions to be asked of final candidates for the Vestry's approval.
5. Interim Bishop and Standing Committee present RSDC with a list of final candidates.
6. RSDC reviews candidates' information, interviews them, and may visit them. Candidates may visit All Souls, and Vestry may participate in interview process.
7. If RSDC agrees on one candidate, they recommend the individual to the Vestry.
8. Otherwise, RSDC may seek more candidates from the Standing Committee and Interim Bishop.
9. Vestry approves candidate, and informs the Interim Bishop of its desire to extend a call.
10. The Interim Bishop and Standing Committee begin required background checks. While this is in process, the Vestry and candidate prepare a Letter of Agreement outlining the terms of employment with All Souls to submit to Interim Bishop and Standing Committee for approval.
10. The Interim Bishop and Standing Committee approve candidate and give permission for All Souls to call its new Rector.
12. Candidate introduced to the parish, and plans are made for the Service of Institution.

Search Committee

Members of the All Souls Rector Search Discernment Committee: John Mezera (co-chair), Sarah Stanley (co-chair), Rich Baker, Dick Jensen, Denise Milliner, Jessie Ray, Adam Wood

