



Rector Search Manual

FOR USE IN THE ANGLICAN DIOCESE IN NEW ENGLAND

UPDATED DEC 2020

INTRODUCTION

One of the most important tasks for the leadership of any church is selection of a Rector, whether you are calling the first priest to lead your congregation or you are calling a new priest to fill a vacant position following the death or resignation of the previous Rector. It is critical that the leadership follow an orderly and transparent process for identifying and selecting the person the Lord is calling to lead the congregation in the next stage of its life. The selection process is a joint effort between the congregation and the Bishop's office. The Vestry or equivalent governing board (herein Vestry) may appoint a Search Committee to conduct the search for the new Rector. The Search Committee does not make the final decision to call one of the candidates. It is the responsibility of the Vestry to make that selection, subject to the approval of the Bishop.¹

This handbook describes the search process in the Anglican Diocese in New England and provides various resources and materials to assist you as you engage that process. Use what is helpful and feel free to adapt it to your situation. If at any time you have any questions or need assistance, please contact the Bishop's office, and we will be glad to help you.

May the Lord bless and guide you clearly through this most important process.

+Bishop Andrew

¹ Our diocesan canons provide that no congregation may call a Rector without consultation with, and the approval of, the Bishop. Cn. XVIII.1. (See Appendix A).

Overview of the Rector Search Process

Explanation of the Process

Before you begin the search process, give the congregation a picture of how it will unfold. Many people in your congregation may not be familiar with the search process in Anglican churches. As a result, members of the congregation may be anxious, mistrustful, or just curious until the process has been laid out for them. It is particularly important that you explain to the congregation that the call of a new Rector is made by the Vestry and is not subject to a vote of the congregation.

Appoint Search Committee

The first step in the search process is for the Vestry to appoint a Search Committee (the Committee) to conduct the search process.

Objective of the Search Committee

The ultimate job of the Committee is to identify one or more individuals to recommend to the Vestry for their consideration.

Composition of Search Committee

In some very small churches, the Vestry may choose to serve as the Committee, but in most cases a separate committee will be named. The Committee may include some number of Vestry members, but should not be composed exclusively of that body. In a

small church, the Committee should have perhaps six members, two of whom are on the Vestry. In a large church, it may have as many as 10-12, two of whom are on the Vestry.

This is one of the most important groups your Vestry will ever appoint. The Vestry should make every effort to ensure that the Committee represents a broad cross-section of the congregation. Choose trustworthy, spiritually mature and discerning leaders. The work of the Committee will be very demanding and will be energy intensive and time consuming. Thus, it will require a significant commitment. Don't put someone on the Committee just to "get them involved." Make sure that those you appoint understand they are to seek God's person, not their own. They are serving the whole church in seeking the Lord's will and direction.

Introducing and Commissioning the Search Committee

Just as the people in the congregation need to know how the process works, it is also critical that you tell them who is on the Committee. The members of the Committee should then be commissioned by the clergy caring for the congregation in a Sunday service.

Meetings of the Search Committee

Search Committees that have functioned most effectively have often met weekly.

Committee Expenses

The Committee shall have the authority to expend funds in the pursuit of their responsibilities consistent with the church budget.

Tasks

1. Perform a parish evaluation (Parish Evaluation).*
2. Create a parish profile and share with the bishop's office for their review (Parish Profile).* Since the Vestry will need to approve the Profile, some churches have a joint meeting of the Search Committee and Vestry to brainstorm content for the Profile.
3. Create a profile of the desired candidate (Rector Profile).*
4. Create a Position Description.*
5. Create a list of questions for the candidates (samples provided in Appendix B).
6. Design and develop assessment criteria which guide the decision-making process based on the position description.
7. Gather applicant names and resumes and submit to the bishop's office for approval. You will likely want to list the open position on the ACNA and ADNE websites. Include the name and address of the church, its website address, and any other social media platforms you use. Be sure to list the name and contact information for the Committee chair. Names may also be solicited by "word of mouth." The bishop may provide a list of candidates.
8. Review submissions of approved candidates and agree on those candidates you are interested in. If the Bishop recommends one or more candidates, you must consider those individuals before considering others. The process for screening

and interviewing candidates recommended by the bishop is the same as that for other candidates as described below.

9. A small group (or the Committee Chair of) conduct(s) an initial screening telephone interview with each promising candidate and report(s) back to whole Committee.
10. Check references for each candidate the whole Committee decides to interview based on the recommendation of the small group/Chair. Each candidate must supply three references, including at least one from a ministry colleague who has observed the candidate's ministry.
11. The whole Committee interviews (by zoom if distance an issue) each candidate they are still interested in. Each Committee member may want to use the Clergy Assessment Aid (Appendix C) to help them evaluate each candidate.
12. Each candidate who meets the Committee's requirements is invited for a weekend visit with the Committee and Vestry. Candidates may be asked to deliver a sermon or teaching to the Committee/Vestry, but NOT the congregation.
13. The Committee makes recommendation(s) to the Vestry.
14. The Vestry clears the candidate they want to call with the bishop's office (even if Bishop had recommended the candidate).
15. The Vestry extends an offer to the preferred candidate.

16. If the candidate is still interested, the Vestry and candidate negotiate the terms of the relationship and work out a contract/Letter of Agreement.

NOTE: Explanation of these processes, recommendations/suggestions for their components, and sample documents are found within this manual under separate headings.

Important guidelines

Pray and Surrender Continuously - Spend considerable amounts of time praying together. Seek the Lord's face and presence first, trusting that His direction will follow. Pray for the candidates. Pray for the parish. Use your intercessors, while maintaining confidentiality. Call the church to pray and include prayer for the process in the Sunday morning Prayers of the People (sample prayers are provided at Appendix D). Surrender your own agenda. You are seeking God's person, not your personal favorite. You are not representing a constituency (young families or seniors, or those who go to the early service, etc.). You bring your experience and perspective, but you are seeking to unite on God's choice.

Recruit a small team of confidential intercessors for the search process. They should not be given names of any candidates, but would normally be given more specific information about the process and issues facing the Committee than would be communicated to the congregation at large.

Communicate on a regular basis appropriate information to the Vestry and congregation at large. At the end of each meeting of the Committee, decide what information should be shared with the Vestry, the congregation at large, and the Committee's team of intercessors. Committee members honor confidentiality by sharing only what has been

agreed to be shared with the appropriate people. No additional sharing with Committee members' spouses.

Do not reveal any names under consideration except to the Bishop or his representative. Do share where you are in the process (receiving names, for example, or narrowing the list, or selecting a small group of finalists) and your rough timetable (don't promise an end date; timetables often change as the process unfolds).

Designate a page on your website for "The Search," with updates and prayers.

PARISH EVALUATION

The first function of the Committee will be to oversee the process of a parish self-study/evaluation. The purpose of this self-study is to help identify areas of strength and weakness in the life and ministry of the parish, opportunities for mission, and threats (major building/mechanical problems, strife within the congregation/leadership, etc.); to analyze its needs; to ascertain the mind of the people with regard to all significant aspects of parish life; to work toward the establishment of clear priorities and goals for the future of the church's ministry; and to begin to develop a profile of the congregation and its needs (Parish Profile), as a means of forming a profile of the person needed to fill the pastoral vacancy (Rector Profile). The results of the self-study/evaluation will be an important component in enabling the Committee to determine the level of experience, as well as the strengths, assets, and gifts, which are necessary in the person to be chosen to carry on the pastoral ministry of the congregation.

You may perform the self-study/evaluation by conversations among leaders, focus groups made up of members of the congregation, home meetings for discussion, a meeting of the congregation, or the development, distribution, review and analysis of a Parish Evaluation Survey to be completed by as many members of the congregation as possible. If you conduct a parish survey, you may want to consider using some of the questions offered in Appendix E.

PARISH PROFILE

The Parish Profile will likely be the first impression potential candidates have of your church. While content is critical, a welcoming and attractive presentation will help to convey your message to the fullest extent possible. Along with the visual presentation, clear and simple language will make your profile reader-friendly. It should be positive, open and honest; acknowledging strengths, opportunities and assets, as well as weaknesses, threats and liabilities. Avoid writing content just to fill space; provide necessary information, but leave room for some things to be filled in via personal communication.

Your Parish Profile should include the following components:

Welcome

- A brief statement welcoming the priest's inquiry.
- A broad brush description of the character or spirit, of the congregation, its style(s) of worship, and a statement of an exciting future for the church.

Description of the Congregation

- Mission Statement and/or Vision Statement
- Brief history of the parish which may include when it was founded, or planted, by whom and/or why. Include any significant changes in the life of the church over the years, and of its mission if applicable, along with a summary of its current state, the energy of the people, particular programs or outreach activities that are generating excitement, etc.

Description of Current Staff

- Current Clergy and Lay Staff (paid or non-paid) with brief bios and areas of responsibility

Description of Current Programs and Activities

- Most church activities can be defined in three ways: worship (up), spiritual care or nurture (in), or missional, or evangelical incentives (out). Seek to describe your church based on these definitions:

The Worshipping Community

- Would include what your services look like, (styles, music, liturgies, three streams content, frequency of services, ASA (average Sunday attendance), and other weekly gatherings.
- Share about any auxiliary ministries which make Sundays work: altar guild, flower, choirs, contemporary music teams, ushers, etc.

- Seek to include stats on church membership, the demographic of the church, and how many baptisms, marriages, etc. were performed over the past year. Is the congregation growing, declining, or static in attendance?

The Growing Community

- Would include information identifying and describing the internal spiritual life of the church, formative programs and gatherings geared for the building up of the body of Christ. Examples may include children's ministry, youth, student ministry, young adults, men's groups, women's studies, ALPHA, 3DM, home groups, small group ministry, and/or intercessory groups.

The Expanding Community

- Would include sharing around activities designed for the increase of the Kingdom in your community and for the numerical growth of your church. Examples may include missions (adult & student), VBS, activities with the community (i.e. Meals on Wheels, Food Pantry, etc.), local recovery groups meeting in the church, outreach (concerts, prayer tents, creative, and other ways to reach the local community for Christ, etc.) Marketing can also be included here (website, monthly newsletter, etc.)

History and Description of the Church Building(s) and Property

- Share a brief history of the physical plant where you're worshipping at this time, including any concerns relating to the condition of the building. If not in a building, describe where the church meets, whether it's owned or rented, function and size of most rooms, and even the seating capacity. Include any changes for the future, or dreams where you would hope to be in the future.

Summary of the Church's Current Finances

- A copy of the recent annual budget is helpful because it shows where money is spent. This could be as easy as including a copy of the report, or as complex as a breakdown with pie chart(s) showing where money is coming in and going out. (Monies for incoming priest should not be shown;). A mention of any endowments and amount of mortgage of rent would be helpful, if not included in the profile. Encourage disclosure of debt, outstanding principal on the mortgage.

Description of the Local Community

- Demographics of town, location, growth, schools, shopping, taxes, and even recreational areas can be a practical way for the incoming priest to get a feel for the area. Resources of this sort can be included in the profile, or "linked" to the website of the local Chamber of Commerce.

RECTOR PROFILE

Your Rector Profile should identify the specific qualifications of the person you seek to lead your church, based on your Parish Profile. These will help you identify the giftings, personality type, skills, leadership style, experience and background, etc. you will be looking for in the successful candidate, and what will be needed from the new rector for the church to realize long term success.

As an example, we have listed below some general characteristics you may want to look for in a candidate under the categories of Character, Competence, Chemistry and Capacity. Feel free to refine or supplement these lists, or create entirely different lists of categories, as you address your particular situation.

Character/Spirituality

A committed, spiritually healthy Christian who:

- Shares the qualifications for bishops, elders and deacons in 1 Timothy 3:1-13 and Titus 1:6-9
- Has a living Christian faith
- Is committed to growing as a disciple of Jesus Christ
- Manifests the fruit of the Holy Spirit
- Is well grounded in orthodox Christian theology and the historic Christian faith
- Is well grounded in the Anglican tradition and practice
- Has an active prayer life
- Regularly reads and studies Scripture
- Is a servant leader

Competence

- Has strong pastoral skills
- Has experience and desire to lead an Anglican congregation
- Has experience leading Prayer Book worship
- Respects and makes room for the catholic, evangelical, and charismatic streams in the church in a balanced way
- Is able to cast and communicate a vision, and lead, train and equip the congregation to live out that mission
- Communicates clearly in preaching and teaching, and clearly and regularly with staff, leaders, and the whole congregation regarding the life of the congregation
- Has strong supervisory skills to oversee the many ministries of the congregation
- Trains and encourages laity in ministry
- Delegates responsibilities to others as appropriate
- Is willing to address and manage both personal and congregational conflict
- Able to maintain healthy interpersonal boundaries and exercise self care.

Chemistry

- Enjoys being with people of all types
- Is warm and approachable
- Is hospitable and relates well to those who do not share Christian faith

Capacity

- Is able to meet the time commitment required by the position
- Able to balance personal and work time
- Able to perform all the required duties of the position.

RECTOR POSITION DESCRIPTION

The position description should establish expectations and provide a means of measuring success with your new rector. It should cover the standard duties of a priest or rector, as well as any special assignments or tasks you will be asking your new rector to accept.

Essential Functions - The Role of a Priest/Rector

Begin with an introductory statement, summarizing the role of the Rector, such as:

“The Rector shall lead Church as pastor, priest and teacher, sharing in the councils of this congregation and of the whole church, in communion with our Bishop. By word and action, informed at all times by the Holy Scriptures, the Book of Common Prayer, and the Constitution and Canons of the Anglican Church in North America and the Anglican Diocese in New England, the Rector shall proclaim the Gospel, love and serve Christ's people, nourish them, and strengthen them to glorify God in this life and in the life to come.”

Then in more detail, describe standard practice for a rector in the ACNA, with specific tasks and duties, which may include some or all of the following:

- Care for the spiritual life and health of the church and its members and attenders.
- Oversee and lead regular liturgical practice of the Church, including weekly celebration of Holy Communion and other Holy Days.
- Lead and develop the lay ministry team that will have responsibility for the various ministries of the Church under the Rector's leadership.

- Lead, or appoint someone to lead in the Rector's place, meetings of the Church and vestry including the Annual Meeting and other meetings as required by the bylaws.
- Direct the teaching and preaching ministry of the Church.
- Oversee the staff, clergy, and ministry of the church.
- Support and oversee Missional Communities.
- Comply with the diocesan guidelines for care of clergy

Areas for Growth / Specific Needs of this Parish

Explain any parish-specific needs you will be asking your new rector to address. Your Parish Profile may touch on some of these topics; be open about specific difficulties your church may face, or maybe areas of opportunity that are waiting for leadership initiative and support.

Some items for example:

- Build up Christian Ed program
- Start a building fund campaign
- Address a known but undealt-with conflict or rift between groups or individuals
- Establish home groups
- Organize and run an Alpha program
- Develop a Catechesis of the Good Shepherd program

APPENDIX A

ADNE CANONS RELATING TO RECTOR SEARCH

Canon XVIII

Mode of Election of Rector

Section 1. No Parish may call a Rector without consultation with, and the approval of, the Bishop.

Section 2. When a Parish proceeds to call a new Rector, it shall first consider a list of candidates proposed by the Bishop. The governing board may reject all of the proposed names after due research and shall thereupon notify the Bishop. The governing board may then ask the Bishop for additional names and may reject all of these. They may then proceed to consider other names. The governing board's choice shall be communicated to the Bishop in writing together with documentation evidencing the qualifications of the candidate to meet the Church's requirements for priestly leadership. The Bishop shall have 30 days to respond. The Bishop shall have the option of approving, or, after consultation with the Standing Committee, of rejecting the proposed candidate. If the candidate is rejected, the governing board may proceed to consider other candidates.

In the event that the Bishop and the governing board cannot resolve their differences over Clergy selection, the Bishop shall thereafter consult with the Standing Committee and the governing board to effect the final disposition of the issue in the most satisfactory and Godly manner possible.

Canon XX

Vacant Congregations

Section 1. It shall be the responsibility of those serving as Pastors in the ADNE to notify the bishop as soon as possible when they are leaving any position any of the congregations in the ADNE. The Bishop shall assume ecclesiastical oversight of each vacant congregation.

Section 2. When the governing board is notified by the Pastor of an intent to resign, the Bishop shall simultaneously be notified. Upon such notification, the Bishop shall have the authority to examine any records of the congregation which would assist in evaluating the condition of the congregation. The governing board shall furnish the Bishop such information as the Bishop deems necessary to assist the congregation in the selection of a new Pastor, including, but not limited to, congregation goals, profile of the congregation, and desired Clergy qualifications.

Section 3. When a congregation becomes vacant, it shall be the duty of the Wardens thereof to give immediate notice to the Bishop, or if there is no Bishop, to the Chair of the Standing Committee.

Section 4. In the event of a vacant congregation, the Bishop shall take such action as the Bishop deems appropriate to supply said congregation for appropriate services, and such supply expenses shall be borne by said Congregation.

APPENDIX B

CANDIDATE QUESTIONNAIRE

These questions are meant to create a profile of the priest being interviewed. They are intended to be an aid to filter and recognize how well this priest would function in your context. A tool is presented which may be used to summarize your interview in [Appendix D].

Questions are preceded with codes (**A, B, C**). These codes are intended to serve only as guidelines for your interviews, and the intentional ordering of questions. In cases where there are multiple codes (for example: "A, B, C" or "B,C"), it means the questions may be appropriate for different occasions, as discerned by the Search Committee. Codes and definitions are as follows:

A = Suggested for first contact, or initial questioning, by the head of the Search Committee

B = Suggested for a second interview, when the search committee can be present (ZOOM, or conference call)

C = Suggested as the reality of a call becomes apparent, or when the potential candidate and spouse can be present in person

Theology

- (A) Share with us how you came into a living Faith with our Lord Jesus Christ and share your journey with the Lord since then.
- (A, B) Tell us about the individuals and/or theological movements within church that have been significant in forming you as priest and how this is reflected in your ministry.
- (B) How did you come to the Anglican Church? What most attracts you to our style of worship and ethos?
- (A, B, C) The Anglican Diocese of New England is a "three stream" church and draws its ethos from the Liturgical, Evangelical, and Charismatic wings of the church. Give us an idea how your theology is reflected in these areas? How is the balance of these streams seen in the praxis of your ministry?

Leadership Style

- (A) Are you more of an entrepreneurial, risk-taking person, or a leader seeking consensus? Give us an example of a successful initiative you led and how it went.
- (A, B) Tell us about your preferred style of leadership; how you inspire vision, how you empower others to live into God's call for them, how you inspire the church.
- (B) Tell us about a time when your leadership **wasn't** realized among those you were seeking to lead. How did that work out? What was learned from it?

Passion

- (A, B) What is the “fire in your belly,” the Kingdom activities that really excite you, areas or activities which have borne fruit in your ministry, and the life of others?
- (B) Share the spiritual gifts God has given you (i.e. 1 Corinthians 12:8-10, Romans 12:3-8, Ephesians 4:7-13). Which is/are the strongest? Give an example of how your gifts have played out in ministry, and tell us how you see them being manifest in your ministry going forward.

Vision for Church Growth

- (A) Church planting is an important part of the DNA of the Anglican Diocese of New England. Share with us your ideas and/or personal experience in this area.
- (B) Share a bit about your theological paradigm for church growth and how that would work well within the New England climate.
- (C) What excites you about the possibility of being called here?

Vision for Church Mission

- (A) What emphasis have you placed on outreach in the past? Give us an example of an outreach initiative you’ve led your previous parish through.
- (C) How would you go about discerning an outreach initiative for this parish? Share your ideas on how to mobilize this parish for mission.

Sunday Mornings

- (A) People come to church and “do church” for a variety of reasons. Share with us some things you would hope that happen on a typical Sunday morning?
- (B, C) Share with us a bit of who you are in the pulpit (as preacher), and your style. Do you tend to preach through the lectionary, seasons of the church, topical, etc.
- (C) How would you personally achieve a “balance” between preaching to a biblically literate, intellectual congregation and reaching out to an unchurched seeker community?
- (B, C) How would you describe yourself at the altar (as Celebrant or Officiant)- high church, low church, a blend of both? How does that look as you move through the liturgy?

Spiritual Formation

- (B,C) What role does the Holy Spirit play in your life and ministry?
- (A, B) What forms of Christian Education have you found helpful in the past?

- (C) Give us an example of how you would foster Christian formation across the demographics of the church.

Personal

- (A) What kind of books have you chosen to read recently? Share with us a few titles and your take-a-ways.
- (B) How have your spiritual disciplines changed as you have matured in the faith?
- (C) What do you do to stay healthy, emotionally, physically, and spiritually (i.e. hobbies, or activities that help you get away from it all)?
- (C) Do you have a mentor, spiritual director, or discipler who can speak into your life? If so, share a bit of your relationship with them and your intent to continue your spiritual formation.
- (C) If possible, we'd like to hear about a personal crisis you've worked through (divorce, death of a loved one, crisis of faith, major disappointment, etc.), how it affected you, how you got through it, and how the pain of that experience has worked its way into who you are, and how you do ministry.

Family and Church

- (A) Dividing personal and family time with the life of a congregation can often be difficult. How do you go about the business of keeping healthy boundaries between family and ministry?
- (B) Tell us about your immediate family and their reaction about the possibility of being called to this church. Can you describe how they would support you in this endeavor?
- (A, B, C) What are your spouse's thoughts and feelings about the opportunity to serve at this church, in this part of the country?

Questions for Us

- (A, B, C) Please share with us your reflections of our church after having read and prayed through our parish profile.
- (A, B, C) What further comments, questions, or clarifications do you have at this time regarding who we are as a church?

APPENDIX C

CLERGY ASSESSMENT AID

This tool is to assist you in assessing your candidate during the interview(s). As you listen, remember you are assessing the best fit for your church, your unique congregational, their makeup, etc., not necessarily yourself; your mind and heart informing your judgement.

Assessment Key

Excellent Fit – 1 Good Fit – 2 Fair – 3 Poor – 4 No Data/NA -- 5

CATEGORIES	ASSESSMENT	COMMENTS
THEOLOGY Testimony of Jesus Influences on ministry Anglican bio Three Streamed balance		
LEADERSHIP STYLE Preferred style to inspire/empower Leadership failure Example of successful initiative Conflict in ministry		
PASSION Description of “fire in belly” Spiritual gifts		

<p>VISION FOR CHURCH GROWTH</p> <p>Excitement of possible call</p> <p>Church planting experience/ideas</p> <p>Church growth for New England</p>		
<p>VISION FOR CHURCH MISSION</p> <p>Outreach/Mission experience</p> <p>Discernment/Mobilization for this parish</p>		
<p>SUNDAY MORNINGS</p> <p>Expectations of gathering</p> <p>Pulpit/Preaching style</p> <p>Celebrant/Officiant style</p>		
<p>SPIRITUAL FORMATION</p> <p>Fostering Christian Formation</p> <p>Models of Christian ED</p>		
<p>PERSONAL</p> <p>Recent books</p> <p>Personal health</p> <p>Preferred brand of toothpaste</p> <p>Spiritual disciplines</p> <p>Mentor relationship</p> <p>Crises event</p>		
<p>FAMILY AND CHURCH</p> <p>Families' thoughts on possible call</p> <p>Boundaries between family and ministry</p>		

Spouse's thoughts		
QUESTIONS FOR US Reflections on Parish Profile Further Comments, questions, or clarifications		

APPENDIX D

RECTOR SEARCH PRAYERS

Gracious Lord, guide the minds and hearts of our Vestry who will choose a new rector for [Name of Church], that we may receive a faithful pastor who will preach the Gospel, care for your people, equip us for ministry, and lead us in the fulfillment of the Great Commission."

O Lord, we pray for [Name of Church], during this time of transitions. We seek your will for us. Give us courage to risk for the sake of sharing the good news with others. Give us discernment to know what to let go of and what to hold on to, that we might be free to follow the guidance of your Holy Spirit. We ask for your grace for our Vestry who will choose our new rector. Guide them in the search process and give them wisdom and clarity."

APPENDIX E

PARISH SURVEY QUESTIONS (1)

Name:

1. How did you hear about [Name of Your Church]? Why did you stay?
2. What makes [Name of Church] different from other expressions of Christianity you've experienced?
- 3.. How do you want to grow?
4. What would like the Church to look like in 5 years? 10?

5. List some qualities would you want to see in your next Rector.

6. What gift-mix would you like to see our Rector have? (5-Fold ministry: apostle, prophet, evangelist, pastor, teacher). Rank them in order, from strongest to weakest.

7. What would you most like to let a candidate know about our church community?
What do you believe are our two greatest strengths?

8. What would you rather a candidate not know about our community?
What do you believe are our two greatest growth areas?

9. What aspects of our vision, values, or life together do you think are fundamental to who we are as a church?

10. Will you commit to praying regularly with the leadership of this church for our next Rector?

APPENDIX E

PARISH SURVEY QUESTIONS (2)

Parish Assessment Tool

The purpose of this short questionnaire is to get a conversation started that will lead to the confident discernment of whom God is calling to serve and lead your congregation.

Name of Congregation: _____

Contact Person: _____

Contact Information: _____

Congregation's "Streams" (check one or more, as it pertains to your current parish culture)

- Catholic
- Evangelical
- Charismatic
- Other _____

Congregation's Size (average Sunday attendance – check one)

- Less than 25
- 26-75
- 76-150
- 151-350

- o More than 350

Congregation's Trajectory (check one)

- o Growing (greater than +3% per year for 3 years)
- o Maintaining (+3% to -1% per year for 3 years)
- o Declining (greater than -1% per year for 3 years)

Congregation's Demographics:

- Median Age:
- Percent under 25:
- Percent over 55:

Congregation's Mission and Vision Statements:

Clergy and Leadership Style Desired:

What do we value as a community?

What is fundamental to who we are?

Congregation's Greatest Strengths:

Congregation's Greatest Challenges:

Compensation Offered (check one)

- Full-time salary
- Half-time salary
- Quarter-time salary

- o Pension
- o Medical Insurance
- o Business expenses
- o Continuing education allowance
- o Other _____

What else would you want a potential candidate to know about your congregation?