

Vestry Charge to Rector Search Committee
St. Alban's Parish
May 18, 2010

Calling a new rector is an event in the life of our parish that is both unusual and highly significant. This Charge is intended to document the process by which the Search Committee and the Vestry will carry out their respective responsibilities. It will be made available to the parish in order to clarify the nature and magnitude of the work entrusted to the Search Committee and the Vestry.

According to the By-Laws of St. Alban's Parish, it is the responsibility of the Vestry to call the Rector and to fix the compensation of the Rector. The Vestry also appoints a Search Committee which is broadly representative of the Parish. The Search Committee is chaired by the Senior Warden. At the end of its process of information gathering, discernment and selection, the Search Committee will present three suitable candidates to the Vestry. Members of the Search Committee are: Kate Bouvé, Jim Sottile, Diane Adams, Erinn Gray, Kevin Hassett, Kammie Hedges, Chris Holmes, Kim Hurst, Rich Jensen, Kiki McLean, Ann Morrison, and Jim Nix.

With God's help and empowered by the Holy Spirit, the Vestry of St. Alban's Episcopal Church charges the Rector Search Committee with the following responsibilities:

Become a strong, effective team which is guided by prayer and the Holy Spirit in a process of mutual discernment which includes the congregation, Vestry and candidates.

Use a Search Consultant and the Diocesan Deployment Officer as resources in understanding and following the search process of the Episcopal Diocese of Washington.

Establish and follow clear guidelines regarding confidentiality, i.e., what information about the search process may and may not be shared outside the Committee.

Develop a plan for conducting the search, based upon Diocesan guidelines. Share the plan with the Vestry and the parish.

Develop a budget for search process expenses which can include conducting parish survey, publishing and distributing the Parish Profile, travel expenses for candidates and Search Committee members, Search Consultant's fee, and estimated relocation costs for the new rector. Submit the budget to the Vestry for approval. Manage the budget effectively and accurately account for all search expenditures.

Keep the parish continually informed of the progress of the Search Committee using all available communication channels as appropriate.

Keep the Vestry continually informed of the progress of the Search Committee and notify the Vestry promptly of any problems encountered or situations in which its guidance or help is needed.

Conduct a parish self-study using several methods such as a written parish survey, parish meetings, and focus groups.

Discern the characteristics, ministries, and gifts required in an ordained priest that enable the needs of St. Alban's parish to be met and for the parish to reach its vision of the future.

Using the information obtained in the self-study and other pertinent information, develop an accurate current profile of St. Alban's parish including honest descriptions of where we are physically and spiritually, our history, what we are today, our strengths and weaknesses, how we work as a church, our challenges and hopes for the future of the parish and the surrounding local community, and the qualities and skills we seek in our next rector.

Conduct a national search and recruit suitable candidates for rector using a variety of sources and methods.

Use a variety of techniques such as written questions, visits, and interviews to help discern candidates best suited to become rector of St. Alban's.

Through a prayerful process of discernment and with the guidance of the Holy Spirit, select no more than three suitable candidates to bring before the Vestry for consideration as the next rector of St. Alban's.

Present these candidates to the Vestry unranked, with as much background information as possible on each candidate.

At this point, the work of the Search Committee is completed unless the Vestry asks the Search Committee to do further work. The Vestry will then meet with the finalists both formally and informally, alone and with family members as appropriate. With God's grace, and the approval of the Bishop, the Vestry will call a new rector.

Understanding that the duration of the search process is subject to various unpredictable factors, the Vestry hopes the Search Committee will complete its work within 12 to 15 months.