

## **Job Description: Rector**

**Church of the Savior**  
**Meeting at Pleasant Hill Community Church**  
**26W401 Geneva Road**  
**PO Box 507**  
**Wheaton, IL 60187**

**Position: Rector**  
**Status: Full-time, Salaried**  
**Hours: 40 Hours per week**  
**Benefits: Through ACNA**

**Application Close Date:** June 24, 2016

### **About Church of the Savior:**

We are a church of about 110 people with an average weekly attendance of 90-95 with a mission of “loving God, loving others, loving life.” We are located in Wheaton, IL, in the western suburbs of Chicago. We are part of the C4SO diocese in the Anglican Church in North America. We meet on Saturday nights at 5 pm, at Pleasant Hill Community Church. Many of our congregation are professionals, including many in full-time ministry in social services, counseling, publishing, and teaching (including a number of congregants who are professors at Wheaton College).

We describe our worship as “contemplative yet joyful.” Our music includes both traditional hymns and contemporary worship. We appreciate leadership that is healthy and humble, and understand that leaders need peers. We welcome both men and women to use their gifts as ordained priests. Our congregation is warm and friendly—we have an extended passing of the peace and enjoy informal times together. We value intergenerational interaction, as well as interaction between singles, couples, and families. We emphasize spiritual formation—we hold three silent retreats each year and a number of people in our congregation participate in spiritual direction. We value restoration and rest. As a church we have a heart for the marginalized—welcoming refugees is a main area of focus for the future. We appreciate working in partnerships with other churches and enjoy our partnership with Pleasant Hill Community Church, as well as All Soul’s Anglican Church, with whom we share a youth pastor. Our children’s program uses a reflective approach to spiritual formation. We are known locally as “the church of the dancing children” because our youngest dance at the side of the church during worship following the Eucharist. We are a place of grace where we can be real. We are a safe place for people who have been disaffected by past church experiences. We experience authentic Christians among our leadership—and at every level of our congregation.

**Preface:** The rector in an Anglican Church occupies a unique position being, at one and the same time, an employee, the Chair of the Vestry, a colleague in ministry with all the baptized

followers of Jesus, and the pastor with responsibility for the spiritual well-being of all the members of the parish.

The rector also shares responsibility with the bishop for the ministry of the Anglican Church in North America in the parish. The rector is expected to spend some portion of his or her time participating in the life of the diocese of which the parish is a part.

Finally, the rector is a priest. A priest's primary function is to reveal the presence of God and to remind the community of the priesthood of all believers. At Church of the Savior, the rector is charged with the responsibility of encouraging the parish to journey together, loving God, loving others and loving life.

The work of the rector is governed by the Constitution and Canons of the Diocese of Churches for the Sake of Others, and the laws of the State of Illinois. The liturgical statement of a priest's duties is found in the service for the Ordination of a Priest (BCP, 531).

As Rector of Church of the Savior (Anglican), the rector shall carry out his or her duties as outlined in the following job description. Both the Rector and the Vestry of Church of the Savior have affirmed this job description. It will be the basis for future evaluations of the ministry of rector and parish.

There may be other duties, not outlined here, that fall to the rector in the normal course of parish life.

### **Responsibilities**

The rector will have primary responsibility for worship according to the *Book of Common Prayer*. (We use the 1979 BCP.) Included in this responsibility is worship for Saturdays and Holy Days.

In addition he/she will:

- Offer sermons based ordinarily on the lectionary readings for the day.
- Set up a preaching schedule of other preachers both clergy and lay and recruit such preachers.
- Coordinate and supervise the work of all other participants in worship, including readers, lay Eucharistic ministers, choirs, musicians and all others or delegate others to carry out these responsibilities.
- Develop other worship opportunities and services as appropriate.
- Offer baptism, marriage, burial, confirmation (may be delegated) as appropriate.
- Spend regular time in prayer and in study of the Bible.

The rector will serve as chief steward and administrator of the assets and ministry of the Church of the Savior. His/her responsibilities include:

- Care and use of any property of the parish, primarily worship and office supplies.
- Management of the parish's assets and finances, in consultation with the Vestry.

- Encouragement of good stewardship on the part of the members of the parish.
- Supervision of other staff persons in consultation with the associate rector and Vestry.
- Oversight of the administration of the life of the church, in consultation with the Vestry. The rector will prepare for and chair Vestry meetings.
- Planning and leading all vestry retreats.
- Setting the vision/strategic objectives for the church in concert with the Vestry.
- Recruitment, training, oversight and management of the lay leadership of the parish, in consultation with the associate rector and the Vestry.
- Stewardship of personal time and energy, including regular days off and vacations.

The rector will be responsible for overseeing Christian education and spiritual formation in the parish. He/she will:

- Teach the Gospel of Jesus Christ by word and example.
- Oversee Christian Education in the parish, including education for young people and adults or share this responsibility with the Director of Children/Families.
- Oversee preparation for baptism, confirmation, reaffirmation and reception.
- Develop other educational opportunities as appropriate.
- Participate in continuing education programs for his/her own growth and development as appropriate.

The rector will assist the parish in reaching out to and welcoming members of the larger community into Church of the Savior. He/she will:

- Model the hospitality of Christ by welcoming all persons into the church.
- Encourage the development of ministries of hospitality.
- Equip the laity to proclaim by word and example the good news of God in Christ.

The rector is the chief pastor of the parish. He/she will:

- Oversee the care of individuals and families.
- Offer pastoral care in relation to birth, marriage and illness and death.
- Make referrals for counseling and other services.
- Offer spiritual counsel and guidance for the members of the parish.
- Model good self-care by managing times of work and rest and giving adequate time and support to their family.
- Tend to the quality of their own spiritual life through retreats, days of refreshment, spiritual direction, and other appropriate means.

The rector will encourage Church of the Savior to serve the larger community. He/she will:

- Model concern and care for the needs of the world.
- Assist in the development of ministries of service to the wider community.
- Participate in the meetings and functions of our Deanery within the Diocese of C4SO.

**Qualifications and Aptitudes:**

1. Must embrace Christian discipline and evangelical Anglican doctrine and theology.
2. Ordained by an official Anglican body such as the Anglican Church in North America.
3. A Master of Divinity degree, or the equivalent, is minimum requirement.
4. Experience working in an Anglican parish.
5. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement ministry within the parameters of the Anglican Church.
6. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
7. Must possess a proven ability to work effectively with congregations, diverse individuals, and teams of volunteers.

## **Addendum to the Rector's Job Description**

Other tasks that occur either daily, weekly or month or through the course of a year.

### Daily

Strive to answer all e-mail or phone calls within 24 hours  
Schedule any appointments that need to be made in caring for the people and/or the ministries of the church

### Weekly

Preach and/or celebrate  
Send thank you notes  
Follow up with appointments  
Sermon prep, plus attention to the preaching schedule going forward  
Pick up mail from PO Box  
Pick up orders of service  
Help prepare Notes to be included in the order of service  
Stuff orders  
Help with set-up and take-down each week

### Monthly

Staff meeting  
Extend hospitality to those new in the church  
Wheaton Ministry Leaders meeting  
Deanery meeting  
Prepare to lead men's breakfast  
Stay in touch with host pastor of Pleasant Hill Community Church

### In the course of the year

Help prepare the seasonal church calendar for print  
Premarital Counseling  
Offer Intro to Savior evening at least once, if not twice a year  
Prepare for Annual Business meeting, prepare Annual Report, etc.  
Contributing member of the Nominating Team  
Diocesan reports  
Serve on clergy discernment committees

***Application instructions:***

Please send a cover letter and resume, links to four sermons you have preached, as well as any writing samples you would like us to consider, to:

Alexis Olsen (Church of the Savior's Discernment Committee Chair)

[alexisbeggsolsen@gmail.com](mailto:alexisbeggsolsen@gmail.com)

Applications are due by June 24, 2016.