

The Search Process for Calling a Rector

Wardens inform Bishop* that Rector/Priest-in-Charge is leaving.

Bishop consults with the Wardens (and Vestry, where possible) regarding the state and direction of the Parish, any special circumstances that may affect the timing of a transition to a new Rector, and the requirements of Diocesan Canon XXIII on the Election of a Rector**.

Vestry decides whether/how to appoint a Search Committee:

- ✓ The Vestry may choose to be the Search Committee.
- ✓ The Vestry may invite key parish leaders to join them to form the Search Committee.
- ✓ The Vestry may recruit key parish leaders to join some members of the Vestry as the Search Committee.
- ✓ The Vestry may appoint a separate group of parish leaders as the Search Committee.
- ✓ The Committee shall propose the interview process and the key questions to be asked of the candidates during the search process for Vestry approval.

Vestry forms teams of intercessor to pray for the Search Committee and the Vestry during the process.

Vestry provides the Bishop with the following:

- ✓ The Parish Profile describing what makes the parish unique (core values, ministry passion, mission focus, demographic/cultural environment, etc.).
- ✓ Parish's current strategic plan (including a statement of the Parish's specific goals for the next 3 years).
- ✓ Parish's current financial status and the anticipated compensation package for the new Rector.
- ✓ Current parochial report.

Bishop submits to the Parish a list of candidates (usually 3-5 names).

With the Bishop's permission, the congregation may solicit other names on their own. The Vestry submits to the Bishop names of any additional potential candidates it wants to consider. No candidates may be interviewed without being on the list approved by the Bishop.

Search Committee carefully considers each of the Bishop's candidates (as well as others, if they choose).

If the Search Committee finds none of the candidates suitable, the Bishop submits a second list of candidates, after conversation with the Vestry to clarify the specific needs it is seeking to fill.

Once the final candidate is identified, Vestry informs the Bishop of their desire to extend a call. The Vestry is to inform the Bishop of their choice BEFORE speaking to the candidate.

The Bishop's office will begin the background checks for Oxford Documents and for criminal and professional misconduct for the candidate.

Provided that all required background checks on that candidate have been received and approved by the Vestry and the Bishop, the Bishop approves the choice of the candidate and gives permission for the congregation to call its new Rector.

Vestry and Rector-elect negotiate a letter of agreement that outlines duties and compensation of the new Rector.

The Letter of Agreement is submitted to the Bishop for approval. A Letter of Agreement template is available and in the preferred format.

After approval of the Letter of Agreement, plans are made for moving, beginning new ministry, and Service of Institution.

***In the absence of the Diocesan Bishop from office, the Standing Committee of the Diocese is the Ecclesiastical Authority of the Diocese. When that is the case, all reference here to the "Bishop" shall be read as being to the "Standing Committee of the Diocese with the advice and counsel of the duly appointed Interim Bishop."**

****[the full text of Canon XXIII or the link to view the Canons of the Diocese on line]**