Search Process Overview

Concurrently during all phases:

- Canon to the Ordinary (CTO) receives inquiries from priests looking for new positions
- Vestry and Search committee maintain confidentiality of names of priests under consideration
- Vestry and Search committee communicate and share progress of search process as it unfolds with congregation
- CTO and Bishop survey landscape of wider church for priests possessing gifts which align with values, culture, and needs of the congregations in the Diocese
- CTO discusses candidates with Bishop for "Diocesan fit" and congregational options
- CTO discusses congregations in search with counterparts in other dioceses at regular intervals (more targeted activity during Phase III)

Phase I: Pre-search

1. Rector departs
    a. Provide for interim clergy leadership
2. Vestry prepares search budget and selects search committee
3. Vestry shares search process with congregation
    a. Vestry develops demographic profile for Canon to the Ordinary, including compensation package for next Rector

Phase II: Profile development

1. Search committee meets with CTO to receive detailed information about responsibilities
2. Search committee develops two profiles: Episcopal Church narrative, and Congregational Profile
3. Search committee gets feedback from CTO/Bishop and Vestry on profile and shares with Congregation

Phase III: Candidate collection

1. Names are received from various sources, and initial background checks are completed
    a. Search committee receives Interview phase training from Canon to the Ordinary or other approved resource
2. Suitable candidates are forwarded to Search committee for consideration

Phase IV: Interviews

1. Search committee conducts interviews of candidates, and selects finalist
    a. Background checks begin (may take several weeks)
2. Search committee presents finalist to Vestry
3. CTO meets with Vestry to review steps of the next Phase

Phase V: Election and Call

1. Vestry takes formal vote to call finalist (now known as "Rector-elect")
2. Senior Warden informs Bishop and CTO of election; receives permission from Bishop to extend a call
    a. CTO prepares draft Letter of Agreement based on compensation package determined in Phase I
3. Senior Warden issues call to Rector-elect
4. Rector-elect accepts call
5. Vestry and Rector-elect negotiate final details of Letter of Agreement
6. Vestry announces Rector-elect (identity, start date, etc) to Parish, coordinated with Rector-elect's current parish

Search Committee Selection

A Search Committee is normally somewhere between 7-12 persons. One or two Vestry members should be appointed to serve on the Search Committee in order to act as liaison and information link between the two bodies. ***The main work of the Search Committee is active listening***. As much as is practicable, the composition of the Search Committee should reflect the congregation's diversity, including people of different ages, race, gender, length of membership, and liturgical/musical preferences. ***This group needs to be equipped for the responsibility of assessing the knowledge, ability and skills of the candidates in light of the identity of the congregation, of which they are representative.***

Each member of the Search Committee must be able to represent the broad interests of the congregation at large. Thus, individuals who may be specifically focused on a single issue, activity, or otherwise are usually not good choices. Openly disaffected persons are generally not helpful to a Search Committee. ***It is not appropriate for staff or other clergy to serve on the Search Committee.*** Generally, the Senior Warden should not serve on the Search Committee because all of his or her energies should be devoted to keeping the church going during the transition period. No two people from the same household or immediate family should be on the Search Committee. Please note, this is not the time to recruit all those in the congregation with corporate human resource experience to become members of the Search Committee. Search Committee members will receive candidate names and learn appropriate interview skills. ***They are primarily asked to be part of a discernment and calling process which is a shared spiritual journey, not a secular hiring process.***

The Vestry should attempt to select people with open hearts and minds who will be sensitive to the culture and dreams of the congregation as a whole. ***Desirable characteristics for all Search Committee members are:***

- ***They must be involved in the church*** as a community of faith, regular in their attendance at worship, givers of record, who are actively involved in the programmatic life of the congregation.
- ***They must be good listeners***. Regardless of whether they agree or not, the members of the Search Committee must be able to listen accurately and respectfully to a broad range of opinions expressed by all sorts and conditions of people.
- ***They must be able to maintain confidentiality.*** This is absolutely essential to the success of the search effort, and to the reputation of both the congregation and the candidates. Those who cannot resist the temptation to share a secret, or prove that they are "in the know" should simply not be on the Search Committee.
- ***They must be team players, have significant emotional maturity, and be able and willing to work productively with, and in the presence of, significant anxiety, tension, and potentially overt conflict.*** Search work requires a willingness to "speak the truth in love," to ask "difficult" questions, and to confront deeply held assumptions.

Regular and faithful attendance at Search Committee meetings and an ability to travel are also essential. A good rule of thumb is to plan for one evening meeting each week for approximately six months. Some teams will work faster than this, some will need more time; there will be periods where the team may not meet for several weeks, there will be times when the team will meet several times in the course of a week. Thus "seasonal members" or those whose employment requires extensive travel or uncertain time commitments would not generally be considered effective members. Travel for candidate visits is an important part of search work.

Search Process Timeline Worksheet

Action Item	**Target completion date**
Vestry develops compensation package, search budget, and appoints search committee	_____
Search committee meets with transition officer, selects a chairperson, and begins self-study process	_____
Search committee completes self-study and creates profile subcommittee	_____
Profile subcommittee prepares draft profile documents; forwards to transition officer	_____
Transition officer returns documents with feedback from bishop	_____
Subcommittee revises documents and presents to search committee; search chair forwards to transition officer	_____
Transition officer approves profile documents and disseminates to transition network	_____
Transition officer presents congregation at regional transition meeting(s)	_____
Names are received and vetted until	_____
Interviews are completed	_____
Candidates are presented to search committee by interview teams; finalist is determined	_____
Finalist is presented to vestry	_____

Search Process Estimated Expenses

Professional services (web, print)	$500
Transition Consultant	$1000
Telephone	$200
Oxford Documents Background Checks	$155 per candidate
Interview team visits to candidates' congregations	$300 - $5000
Finalist visit to congregation	$200 - $2000
Moving expenses of new Rector	$3000 - $12,000
Celebration of Ministry	$300

Search Process Communications Plan

ROLE→	Search Committee	CTO	Vestry	Bishop
PHASE ↓				
Pre-Search			Ensures congregation is informed of rector's departure and plans for farewell	Offers advice and counsel to vestry and CTO regarding opportunities during transition; sets specific expectations or parameters for search
Pre-Search			Invites wider church to farewell opportunity	
Pre-Search			Informs congregation of plans for interim/search period	
Pre-Search		Meets with vestry to discuss compensation for next rector, search committee composition, and search budget		
Pre-Search			Informs CTO and congregation of search committee composition	
Pre-Search	Informs CTO of search chair selection			
Pre-Search			Educates congregation about search process and congregation's role throughout (as needed)	

Profile Development		Meets with search committee to discuss self-study and profile development; reviews strategies and best practices - establishes timeline for completion		
Profile Development	Informs vestry and congregation of plans for self-study			
Profile Development	Shares results of self-study with congregation and CTO			
Profile Development	Shares draft profile documents with CTO and Vestry for feedback	Shares draft profile documents with Bishop for feedback		
Profile Development		Provides feedback to search committee	Provides feedback to search committee	
Profile Development	If necessary, shares additional drafts with Canon; otherwise, presents final documents to CTO	Approves final documents for dissemination		
Profile Development	Arranges for documents to be posted to parish website(s). Shares documents with congregation		Informs congregation that search is moving into active name gathering. Names must be forwarded to CTO for vetting before search committee can "officially" consider them.	

Candidate Collection		Makes documents available in the transition ministry network		
Candidate Collection		Discusses position with interested candidates		
Candidate Collection		Vets candidates with resident diocese		Vets candidates with canonical authority (usually Bishop)
Candidate Collection		Meets with search committee to plan for interview process		Releases candidates to CTO
Candidate Collection		Releases candidates to search committee		
Interview	Informs vestry and congregation that interviews are underway			
Interview	Search chair contacts candidates to arrange for interviews/visits			
Interview	Informs CTO of finalist (or finalists, if appropriate)			
Interview	Presents finalist to vestry			
Election and Call			After election, Senior Warden informs CTO and Bishop that finalist has been elected	
Election and Call				Bishop/CTO notifies Senior Warden that

				election is approved
Election and Call		CTO forwards draft Letter of Agreement to Senior Warden	Senior Warden notifies finalist (now Rector-elect) of election and extends the call.	
Election and Call			After LOA is negotiated between Rector-elect and vestry, Senior Warden communicates final negotiation details to CTO	
Election and Call		CTO prepares final LOA and coordinates signatures.		
Election and Call		CTO notifies Senior Warden of LOA approval		
Election and Call			Vestry announces call to the congregation and plans for leave-taking with interim clergy	