



## **Search Process Checklist Updated January 2021**

### **Rector's Departure**

- The senior warden or rector notifies the Offices of the Bishop that the rector is leaving.
- The rector announces the intent to leave to the congregation between 8-10 weeks before departure.
- Wardens meet with Canon to the Ordinary (CTO).
- CTO conducts exit interview with the rector and communicates leave-taking guidelines.
- Interim and/or supply clergy engaged
- The congregation says goodbye to the rector.

### **Discerning and Producing Search Material**

- CTO meets with vestry to give an overview of the search process.
- A discernment team is appointed to by the vestry. The team is carefully chosen to be diverse and to best represent the church.
- A search budget and calendar is created by the vestry and is communicated to the discernment team in consultation with the CTO.
- CTO meets with the discernment team for retreat and initial training, to offer guidance and to preview the entire search process.
- The discernment team conducts a careful parish self-study possibly including the Church Assessment Tool and interpretation.
- The discernment team creates an accurate parish profile, Office of Transition Ministry (OTM) portfolio, position description, and updates church website based on strengths and needs of the parish as discerned through search materials.
- If possible, a short (3-5 minutes) video of the parish, its ministries and people is created and placed on the website.
- The search materials are published and posted across multiple platforms.

## **Recruiting and Interviewing**

- The CTO networks with other Transition Ministers to gather applicants for the position.
- CTO contacts potential candidates with the search materials.
- After a 60-day period of receiving names, the CTO delivers a list of vetted candidates to the Discernment Team.
- The Discernment Team interviews the candidates by phone or video conference call.
- The Discernment Team selects candidates to proceed and thanks other candidates in a timely and respectful manner.
- After prayer and discernment, two or more candidates are invited to your city to meet with discernment team, vestry, and Bishop. Dinners, an informal eucharist, looking around area for possible housing are common activities.
- The Letter of Agreement template is shared with the vestry by the CTO and is customized to fit the parish.

## **Calling and Welcoming**

- The Discernment Team makes the final decision and delivers one name to the vestry.
- The vestry votes on the candidate.
- The bishop is informed of the intent to call.
- The senior warden issues the call.
- The senior warden and vestry negotiate details of the Letter of Agreement (start date, salary, moving expenses, etc.) and the letter is signed by the rector-elect, senior warden, and bishop.
- Other candidates are thanked and notified.
- Announcement is made to the congregation.

## **Rector Transition**

- New rector moves (if necessary).
- Rector's first Sunday
- Congregation and Offices of the Bishop plan and hold Celebration of New Ministry.

During the entire search process, regular progress reports are given to the congregation and vestry while respecting confidentiality.