

Search Process Oral Presentation

The Search Process is a discernment process: Search Committee and Vestry are trying to discern God's will for the parish. Therefore, PRAYER should undergird the entire process on all levels of community life, including the Prayers of the People, Vestry, Search Committee, Daughters of the King, ECW, men's groups, youth group, Church School classes, church committees, intercessory prayer groups, centering prayer groups, individuals, families.

Almighty God, giver of every good gift, look graciously on your Church, and so guide the minds of those who shall choose a rector for _____, that we may receive a faithful pastor, who will care for your people and equip us for our ministries; through Jesus Christ our Lord. Amen. (BCP, p. 818.)

The Search Process

Open position:

Vestry calls interim

- Vestry develops a charge for the Search Committee
- Vestry develops a Search budget
- Vestry appoints a Search Committee

Canon Snare meets with the Vestry and Search Committee to review diocesan search guidelines.

1) The Search Committee develops a **parish profile** possibly using:

- A parish survey
- "Town hall" meetings
- Focus group meetings

Parish profile includes:

- History of parish
- Where parish is now
- Where parish wants to go/grow
- Parish financial information
- Community demographic information
- Desired skills/characteristics of new rector
- Names of Vestry, Search Committee, and staff

Search Committee completes **Office of Transition Ministry (OTM) Community Portfolio**.

OTM Portfolio includes:

- Parish statistics (ASA, number of weekly services, church school statistics)
- Compensation information
- 4 skills desired in new rector

- Names and dates of 3 prior rectors
- Responses to 11 narrative questions

Vestry approves **parish profile** and **OTM Portfolio**

- **Parish profile** is posted on parish website
- **OTM Portfolio** is posted on OTM website

2) Search Committee chair receives nominations & Canon Snare receives nominations:

- From the parish
- From clergy and laity in the diocese
- Self-nominations
- Bishop's office
- Office of Transition Ministry

Canon Snare makes reference calls on nominees to Diocesan Transition Officers.

Canon Snare submits list of possible candidates to Search Committee with OTM Portfolios and resumes of all candidates.

3) Search Committee discerns using:

- OTM Portfolio
- Resume
- Letter confirming candidates' interest and availability
- Reference calls
- Telephone/Skype interviews
- On site visits to candidate's parish

The names of all possible candidates, and all information about candidates is strictly confidential, not even to be shared with spouses. Breach of confidentiality can damage a candidate's ministry, and create divisive groups in a parish.

Search Committee discerns 1-5 final candidates for a site visit to the parish

- Background checks are initiated on the 1-5 final candidates
- Vestry is involved in the site visits and may choose to do the final interviews

4) Following the site visits to the parish, the Vestry comes to a **consensus on 1 candidate**

Vestry **requests Bishop's permission to issue a call (a canonical requirement)**

Vestry issues the call

Candidate accepts or declines the call **(Discernment is always mutual)**

If the candidate accepts the call, a Transition Committee assists in settling and introducing the new rector and rector's family in the church and in the community (ca. 6 months)

The **Celebration of a New Ministry** (BCP, P. 559) is scheduled as soon as is possible and convenient for the parish, new rector, and bishop, on a week night or a Saturday so that other clergy in the diocese may be present.