

## A TIMELINE FOR CALLING A NEW RECTOR

What follows is an APPROXIMATE idea of the timeline for a parish calling a new Rector.

While there are variety of factors in any search, oft times a parish will want to “jump the gun” or try to rush the process. Generally speaking this results in slowing things down because it is necessary to go back and correct earlier mistakes. Your search may be longer or shorter. It just depends on the season of the year, the schedules of the various parties, and the number of candidates being considered. In SOME circumstances, the parish may request a “directed” search from the Bishop. In a “directed” search, the parish will receive just a handful of names, 5-6 or so, who have already been vetted and are approved by the Bishop.

Pray. Trust the process. Listen to the Holy Spirit.

1. Incumbent notifies Bishop of departure/retirement. Nothing happens until that priest’s leaving has been celebrated and accomplished.
2. As soon as the Bishop’s calendar permits, he will meet with Vestry.
3. A trained transition consultant is appointed by the Bishop.
4. An interim (or supply) is identified.
5. A search committee is formed and instructed by the vestry.

Depending on step 1, items 1-5 should take about 6 -8 weeks

6. The search committee organizes itself and meets with the diocesan consultant.
7. The committee institutes a self-study process and invites parishioner input.
8. From the self-study, a profile is developed and either put online or published in a hard copy.

Items 6- 8 largely depend on the mechanics of the self-study. All things being equal, 3 months would be a reasonable amount of time.

9. Based upon the results of item 8, an Office of Transitional Ministry profile is developed and published on the national data base of the Church. This profile becomes public to all clergy registered with the OTM.
10. \*The search committee solicits names of prospective candidates, does an initial review,

and invites candidates of interest to participate in the search.

11. Candidates who are interested are asked to submit a variety of pieces of information.
12. The interested candidates return the requested information.

Items 9-10 can take a while, perhaps as much as 4 months.

13. Based upon their evaluation of the material in 12, the committee will narrow their search to perhaps 12- 15 names.
14. The list of names will be reduced to perhaps 6-8.

Items 9-14, 3 months

15. The search committee, either in person or via electronic means, will narrow the list to not more than 3 candidates. A second “vetting” is done by the diocesan office, including a Bishop to Bishop conversation.
16. These 3 candidates, individually and with spouses (where applicable) will be brought to the parish.
17. If a candidate is from outside this diocese, a meeting with the Bishop is required.
18. As each candidate is brought to the parish, it is appropriate for there to be some sort of “social” event to include the search committee and vestry to meet the priest (dinner, cocktails, coffee and pie...whatever). Spouses are welcome at the discretion of the vestry and search committee. This is purely a “get to know you event” and NOT a vestry interview.
19. Unless a candidate is already a resident of the community, they should be “shown” the “sights” and highlights of the area. When appropriate, schools, neighborhoods, and homes should be included. Attention should also be paid to special educational or medical needs and employment opportunities for the spouse.
20. After due deliberation, the search committee makes a recommendation of a candidate to the vestry for a call to be your next rector. The Sr.Warden notifies the Bishop and, upon his approval, calls the candidate and issues the call. Normally, the consultant will recommend a time frame for the call to be accepted. The search committee is given appropriate recognition and thanks for their work and is relieved of duties.
21. The Diocese requires there be a formal background check on the elected priest. This will be done via the diocesan office and the parish is responsible for the fee @ \$100-\$200).
22. The Sr.Warden and the candidate negotiate terms.
23. A Letter of Agreement is signed by the Wardens, the Candidate, the Clerk of the Vestry, and the Bishop. NOTE: As per 20 and 21 above, the Sr. Warden MAY announce a call

has been made and accepted. HOWEVER, it is the Bishop's policy to NOT ANNOUNCE the name of the called priest until the Bishop gives his consent to the Letter of Agreement. There are sample LOA's on the diocesan website or the Bishop's office will provide one.

24. The interim or supply priest is given the appropriate leaving. NOTE: Depending on a variety of circumstances, the interim/supply may leave at any point in this process. It would not be unusual for an interim, in particular, to leave as early as #16, above.
25. The date is set for the new Rector to be in place and a Celebration of a New Ministry is scheduled with the Bishop.

About a year

#### \* HOW CANDIDATES NAMES ARE OBTAINED

Names of candidates come to the search committee via a variety of sources. No name, NO NAME, however, is considered "in the search" until that priest has been vetted. Sometimes a priest will be under the impression of being in a search because the name has been passed to the search committee. That is not the case. A priest's name is in the process only if vetted by the Diocese. There are no exceptions, no exceptions, no exceptions.

- A. Names are provided by the Diocese. While the Bishop expects these names to receive initial consideration, the Diocese will not insist they be included beyond the first round of "cuts."
- B. Names will be provided by the consultant.
- C. Clergy may self-nominate.
- D. Parishioners....not former parishioners, not a parishioner's neighbor or cousin, etc...parishioners may nominate in a manner established by the search committee. In all such cases the nominating person MUST have received the priest's permission, give the complete (first and last) name of the priest, and provide an accurate means of communication. "That wonderful young priest at my sister's the last time I was on vacation in North Carolina" will not do. Sometimes another priest may nominate someone. That priest should be directed to the consultant to submit the name.
- E. If the search committee and the consultant think it prudent and necessary, the diocese will run a list of names out of the Office of Transitional Ministry in New York. These names will not know they are being forwarded and will not have expressed a prior interest.
- F. At various points in the process the search committee will eliminate names. IT IS IMPORTANT that the committee IMMEDIATELY notify a priest of the elimination. Lives are on "hold." Do not keep a priest on a "second" or "back up" list to see if a preferred candidate wants to move forward.