

Search Steps and Timeline

The Search Process is a time of thoughtful and prayerful discernment, where intentionality and spirituality become one. The calling of a new rector is a journey that involves steps for all congregation members to take together. Some of these steps will enlighten us, while others may challenge us as we navigate the path forward.

A typical search process is 18 months long, beginning with an outgoing rector's departure through the incoming rector's welcome home.

To follow are the designated steps provided by the diocese for guidance on our journey. We have highlighted those steps that have been completed in red. This will be updated as we meet milestones.

- The senior warden communicates with the Bishop's office that the rector is leaving - **Completed**
- Meet with the Diocesan Transition Officer - **Completed**
- Exit interview with the rector - **Completed**
- Celebrations of the ministries that the rector and parish had done together - **Completed**
- An interim/supply clergy is engaged - **Completed**
- A consultant approved by the Bishop is engaged - **Completed**
- A search committee of 5-11 members is appointed by the vestry, and this committee is carefully chosen to represent your parish (i.e., young and older members, women, men, newcomers, long-term members, etc.) – **Completed**
- A search budget is given by the vestry to the search committee – **Completed**
- Parish-wide meetings are held. – **February 25, March 17, April 21, 2024**
- A careful parish self-study and an accurate parish portfolio are completed. **Beginning Phases**
- A position description is written based on the strengths and needs of your parish identified in the self-study and expressed in the parish profile
- The website is updated to include the complete parish profile and office of transition ministry portfolio
- During the whole search, regular reports of the progress are given to the congregation and vestry **Ongoing**
- Potential candidates are sent emails with your job opening and profile, as well as information about your community
- A list of candidates is gathered by the Transitions Office using

the OTM portfolio and self-study and given to the search committee

- The Bishop approves the candidates
- The candidates are interviewed
- Those who are not a match are thanked for their interest in a timely way
- Sub-committees are sent to the parishes of the candidates to meet with them in their own environments.
- After much prayer and discernment (two or more), candidates are invited to visit the parish and the Bishop.
- The search committee and the consultant take one name to the Vestry.
- The Bishop is informed of the intent to call
- A rector is called
- Salary negotiation and a letter of call agreement are written
- The announcement is made to the congregation
- A Celebration of New Ministry concludes the process