

Rector Search Procedure

Phases of Process

- Departure of Rev. Nature
- Interim Priest begins
- Develop Parish Profile and Rector Profile
- Submit documents to Diocesan Office to be posted on Office of Transition Ministry website
- Diocesan Office will provide us with a list of candidates
- Search Committee reviews the candidates resumes, does interviews and checks references

Phases of Process

- Search committee provides two names to vestry
- Vestry invites candidates to come to Nativity and officiate at a service
- Vestry votes on candidate and offer is made by the Bishops Office
- Transition from Interim Priest to new Rector

Office of the Bishop Provides

- Identification of supply or interim clergy
- Consultation and support from the Bishop, the Canon Missioner, and the Canon to the Ordinary
- Materials, resources, training, and consultants
- Appropriate rector candidates
- Prayer and support during the process

Vestry Responsibilities

- Wardens and vestry are formal canonical leadership during the vacancy
- Appoint profile, search and transition teams, set budget
- Giving a specific and clear mandates to profile, search and transition teams
- Clear and ongoing communication with the parish and the Office of the Bishop

Interim Ministry

- Interim Priest appointed by the Bishop & confirmed by the Vestry
- One year term or until search is completed
- Cannot be a candidate for rector
- Sustaining congregational ministry and helping the congregation to review the past, assess the present, and envision the future.

The Search Committee

- Wardens do not serve
- No assisting clergy, deacons, or parish staff
- Balanced (age, sex, groups, length of membership)
- No two from same household
- One or two from Vestry

Search Committee

- Commissioned by the Vestry
- Charged to present 2 or 3 qualified candidates to the Vestry
- Takes Interview Training
- Works with the Bishop's Office through the Canon Missioner
- Communicates often to the Vestry and congregation

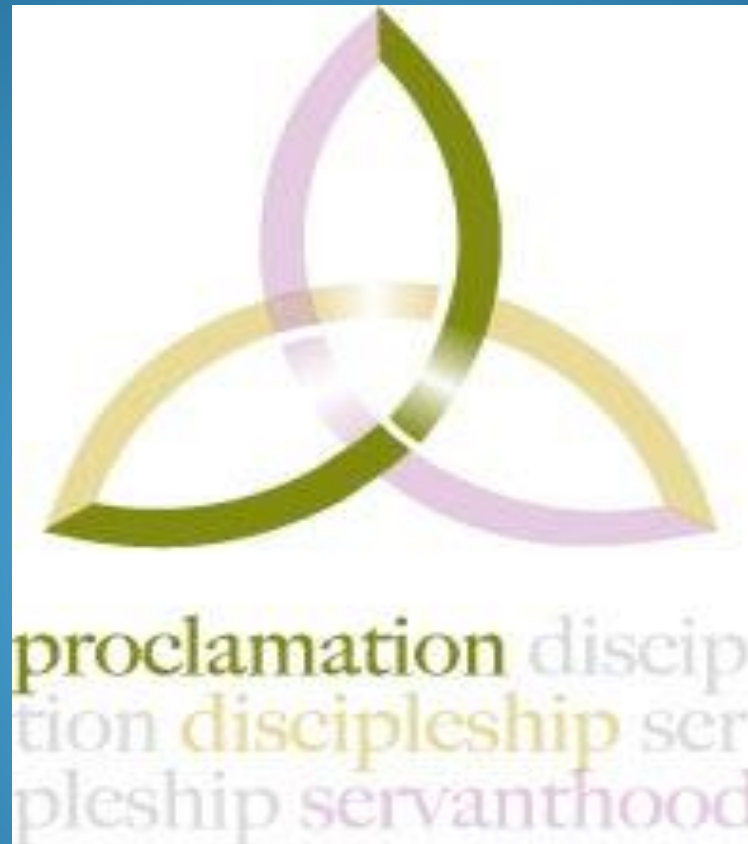
Setting a Search Budget

- Administrative: office supplies, portfolio copies, mailings, etc.
- Interviewing (travel, meals, hotel)
- Background checks on finalists (currently \$325 each)
- Moving expenses
- Estimate 5% of total budget

Parish Finances

- It is the Vestry's responsibility to:
 - Develop a compensation package according to the guidelines
 - Budget for the search (profile, search and transition committee expense)
 - Budget for Interim Priest
 - Budget for moving expenses





The Profile Preparation

Rector Profile

- What are we looking for in a new Rector?
- What do we want to continue?
- What do we want to change?
- Survey parish
- Small group discussions

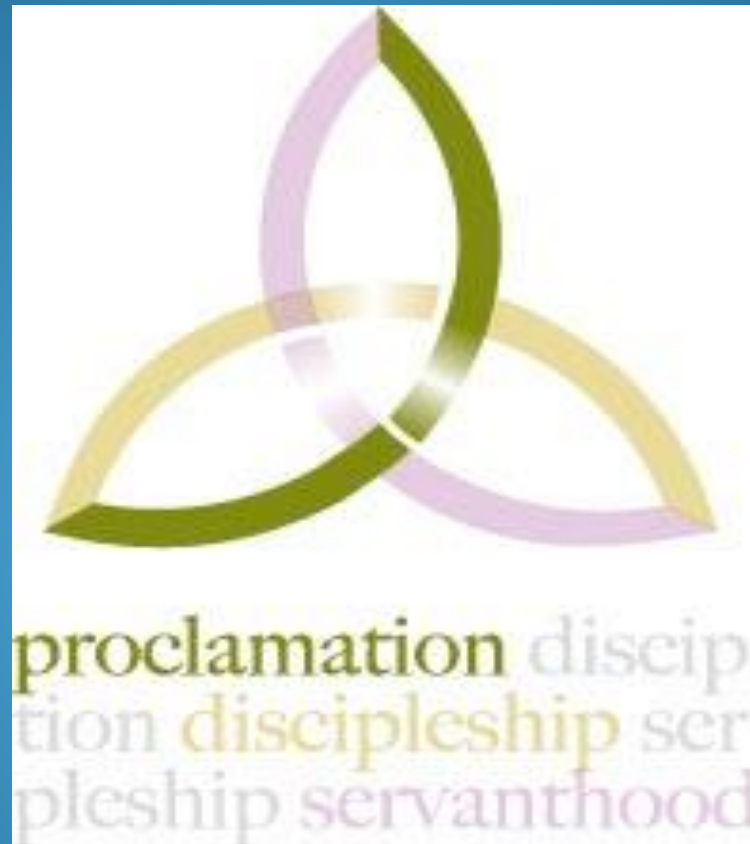
The Parish Profile

- Provides information about the congregation
- Outlines the congregation's identity, mission, and purpose: currently lived and future vision
- Presents a profile of the type of clergy leader desired to live into vision
- Links to ministry areas and community neighborhood
- Pictures of church and activities

Community Portfolio Worksheet

Must be completed for Canon Missioner to gather potential candidates

- Basic information & History
- Compensation package
- Narrative Questions
- Gifts and Skills for New Priest



The Search

Potential Candidates

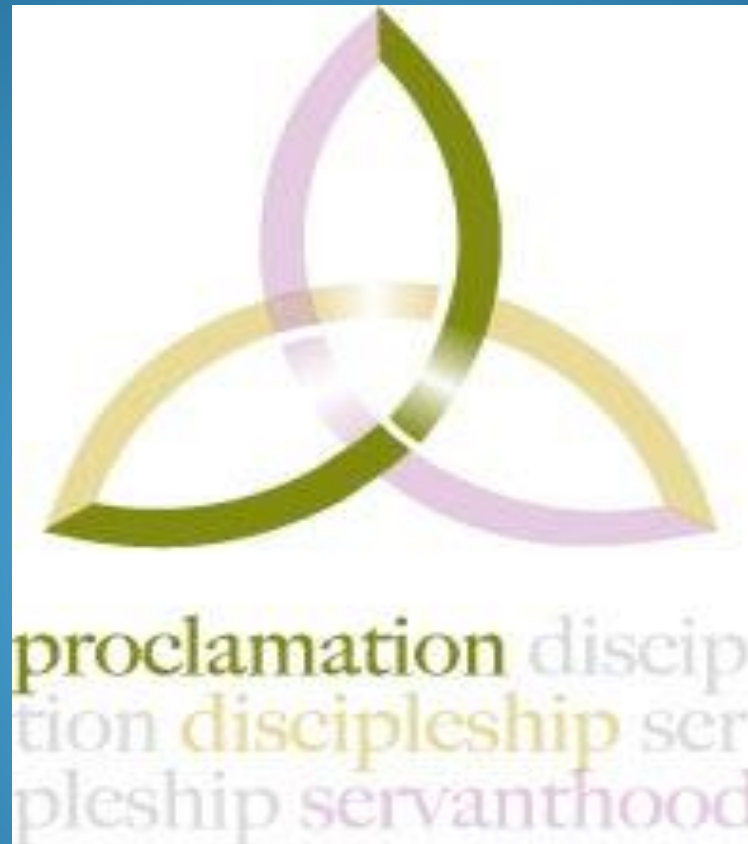
- The Parish Profile and the Community Portfolio are used to generate names
- Parishioners may submit names to the Bishop's Office
- Candidates may present themselves to the Bishop's Office

Candidate Names

- The Bishop reviews all names and gives an approved list to the Search Committee
- The Bishop's CAREFUL review takes time

Search Committee Interviews

- The Search Committee will review the resumes.
- Conduct phone/skype interviews
- Check references
- Recommend two candidates to Vestry



The Call

The Decision

- The Search Committee should present the candidates' names to the Vestry, cover the reasons why they are nominating the candidates, provide any helpful information (resume, etc.), and answer questions the Vestry may have.
- This is the Vestry's decision point. The Vestry will enter into a time of discernment and invite the candidates for a visit.

Visiting with the Candidates

- The Senior Warden should telephone the candidates, inform him/her that the Vestry would like to invite the candidate (and family) to visit the parish in discernment for a call.
- The parish pays expenses for those invited to visit.
- In the same visit, out of state candidates need to meet with the Bishop

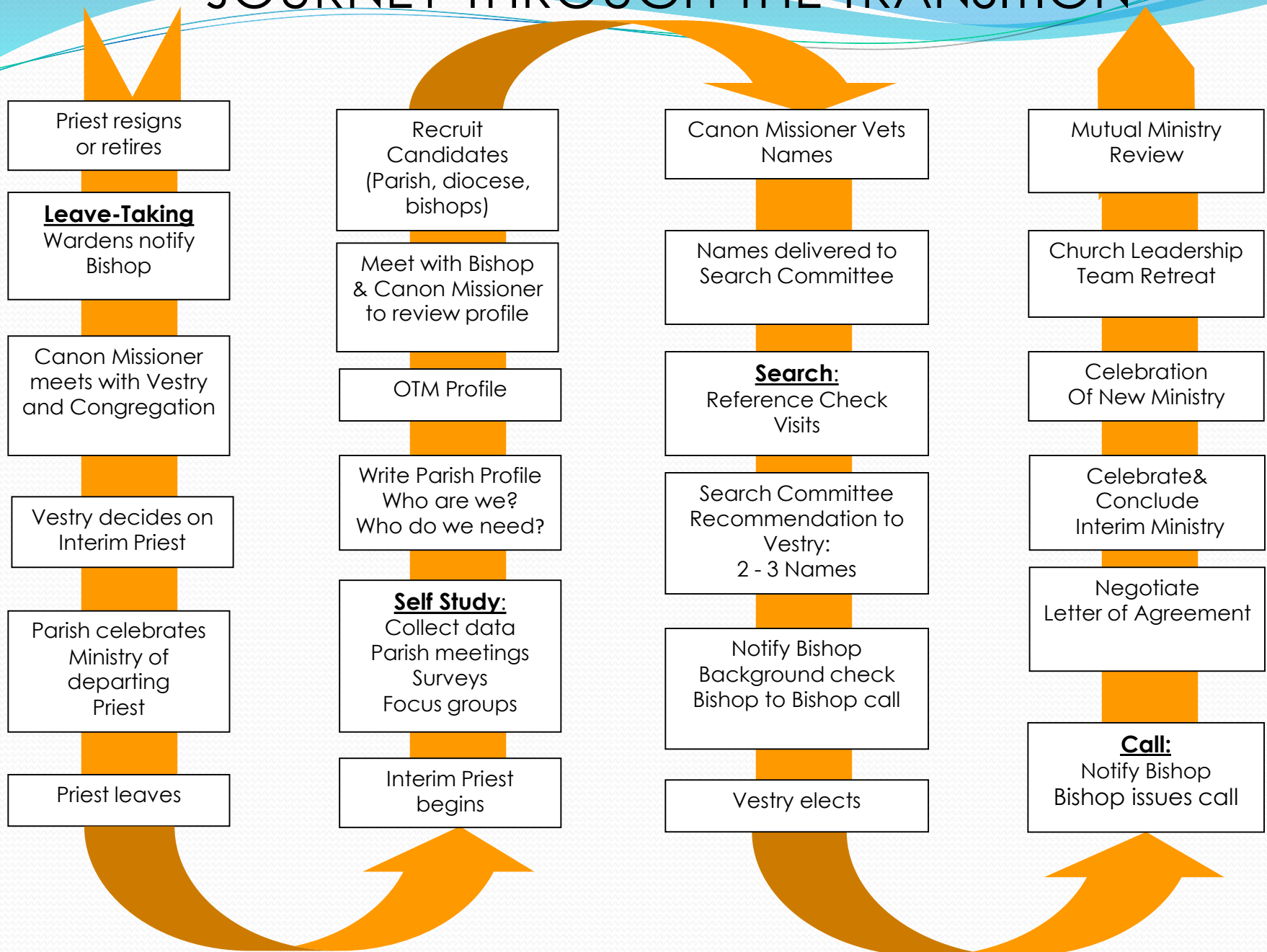
Extending a Call

- The Vestry discerns and comes to consensus on the best candidate
- The Sr. Warden notifies the Bishop and the Canon Missioner
- Once the call is accepted, agree upon announcement and start-up time frames

Vital New Ministry

- Transition from Interim Priest to new Rector
- Period of Welcoming and Bonding
- Celebration of New Ministry in about six months

JOURNEY THROUGH THE TRANSITION



Celebration Committee

- We are looking for volunteers to plan an event recognizing Rev. Nature's twelve years with us here at Nativity.