

# The Search Process for Calling a Rector

The Wardens/Rector inform the Bishop\* that Rector/Priest-in-Charge is leaving.

The Vestry will provide the Bishop's Office with a copy of the congregation's financial reports from the past three years for a financial viability assessment. The Bishop will work with the Wardens and Vestry to determine viability. *A Rector search cannot be initiated without the Bishop's approval of the congregation's financial viability.*

The Bishop consults with the Wardens (and Vestry, where possible) regarding the state and direction of the Parish, any special circumstances that may affect the timing of a transition to a new Rector, and the requirements of Diocesan Canon XXIII on the Election of a Rector\*\*.

The Vestry decides whether/how to appoint a Rector Search Committee (RSC):

- ✓ The Vestry may choose to be the Rector Search Committee.
- ✓ The Vestry may invite key parish leaders to join them to form the Rector Search Committee.
- ✓ The Vestry may recruit key parish leaders to join some members of the Vestry as the Rector Search Committee.
- ✓ The Vestry may appoint a separate group of parish leaders as the Rector Search Committee.
- ✓ The Rector Search Committee shall propose the interview process and the key questions to be asked of the candidates during the search process for Vestry approval.

The Vestry forms teams of intercessors to pray for the RSC and the Vestry during the process.

The Vestry provides the Bishop with the following:

- ✓ The Parish Profile, describing what makes the parish unique (core values, ministry passion, mission focus, demographic/cultural environment, etc.).
- ✓ The Parish's current strategic plan (including a statement of the Parish's specific goals for the next 3 years, if one exists).
- ✓ The Parish's current financial status and the anticipated compensation package for the new Rector.
- ✓ The current Parochial Report.

The Bishop reviews the reports and works with the Vestry to determine if the new Rector position will be full-time or part-time.

The Bishop submits to the RSC a list of candidates (usually 3-5 names). The Bishop may consult with the Vestry and/or the RSC to determine the list.

The RSC may solicit other names on their own and/or publish a job posting. The RSC carefully considers each of the candidates on the initial list.

The Vestry submits to the Bishop names of any additional potential candidates it wants to consider. *No candidates may be interviewed without being first approved by the Bishop.*

If the RSC finds none of the candidates suitable, the Bishop submits a second list of candidates, after consultation and conversation with the Vestry to clarify the specific needs that it is seeking to fill. *Please refer to Canon XXIII section I\*\* in the case that, after exploring two sets of candidates, a final candidate cannot be identified.*

Once a "short list" of candidates is identified, the Bishop's Office conducts in-depth vetting of criminal and professional misconduct for each candidate.

After approval from the Bishop's office, the RSC and Vestry conduct interviews.

Once the final candidate is identified, the Vestry informs the Bishop of their desire to extend a call. *The Vestry is to inform the Bishop of their choice BEFORE speaking to the candidate.*

Provided that all required background checks on that candidate have been received and approved by the Vestry and the Bishop, the Bishop approves the choice of the candidate and gives permission for the congregation to call its new Rector.

The Vestry extends the call.

Providing the candidate accepts the call, the Vestry and Rector-elect negotiate a Letter of Agreement that outlines duties and compensation of the new Rector.

The Letter of Agreement is submitted to the Bishop for approval. *A Letter of Agreement template is available in the preferred format.*

After the Bishop's approval of the Letter of Agreement, it is signed by all parties, and plans are made for moving, beginning new ministry, and the Service of Institution.

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\*In the absence of the Diocesan Bishop from office, the Standing Committee of the Diocese is the Ecclesiastical Authority of the Diocese. When that is the case, all reference here to the "Bishop" shall be read as being to the "Standing Committee of the Diocese with the advice and counsel of the duly appointed Interim Bishop."

\*\*[The Constitution and Canons of the Diocese](#)

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