

SEARCH PROCESS OUTLINE

Rector Informs Bishop of Retirement or Leaving

Rector Informs Vestry/Parish of Leaving or Retirement Date

Process of Saying Goodbye

Rector Leaves

Vestry Selects Transition Committee

Transition Committee works with Interim Priest to complete developmental tasks

Transition Committee becomes Search Committee when Priest Committee, Vestry
determine they are ready

Search Committee meets with Diocesan Consultant to outline process

Survey Developed and Conducted

Profile Compiled

Computer Profile Created and Sent to NY Computer

Names Received from Computer Source, Bishop Parish Sources, Independent Sources

Decide who you want to consider further (First Cut)

Write Letters to those candidates and ask for resumes and profiles

(Write to those who have been recommended by parishioners or applied
independently and 1) ask for resume and/or CDO if you don't already have them
or 2) thank them for their interest and inform them why they will not be
considered further – ask consultant for guidelines)

Receive letters from Candidates, resumes and CDO's

Do Reference Checks

Decide Who you want to visit (Second Cut)

Visitations

Decide who to bring in for Interviews (Third Cut)

Interviews

Recommendation to Vestry

Vestry Elects New Rector

Decision of Candidate

Preparation for New Rector

New Rector Arrives

Celebration of Search Committee for Job Well Done !!!

