

The following is the policy of the Diocese of West Virginia concerning the Vestry's Charge to the Search Committee:

It is the Vestry's responsibility to elect and call a new Rector. The Search Committee is the Vestry's creation. It is the "Search Committee of the Vestry", exercising a ministry of preparation and discernment to enable the Vestry to fulfill its responsibility. It performs this ministry by delegation from the Vestry, based on the following:

1. Use of a diocesan consultant to train and guide the committee in its duties
2. Maintaining open communications throughout the process with the Vestry, congregation, Bishop, and candidates.
3. Developing a computer profile and a parish profile to describe the parish, its goals and mission, the responsibilities of the next Rector, and the particular skills required in the next Rector.
4. Upon Vestry approval of the Computer and Parish Profiles, screening and evaluating candidates for Rector.
5. Involving the Vestry in informal conversations with the final candidates through a dinner or social hour during the final On-Site visit phase. The final candidates are **not** to celebrate or preach in the parish or meet members of the parish not on the Search Committee or Vestry. (This is to avoid people giving their "first impressions" opinions.)
6. Recommending one name to the Vestry from the field of screened candidates. Since the Search Committee has done extensive work up front in screening candidates, it is expected that the Search Committee will present only one name to the vestry. In addition, there should be two members of the vestry on the Search Committee who can serve as advocates for any vestry reflections after having met the final candidates.
7. The Search Chair being physically present at the vestry meeting when the final name is presented. The Senior Warden and the Search Chair make a phone call together, first to the Bishop for final approval, then to the candidate to extend the call.

As soon as the Search Committee has been appointed, it is important for the Search Committee and Vestry to meet together to review the charge together. If possible, it is advisable for the consultant to be present at this meeting.