

Parish Transition Process
Episcopal Diocese of Washington
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PARISH TRANSITION PROCESS OF THE DIOCESE OF WASHINGTON
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PARISH TRANSITION PROCESS OF THE DIOCESE OF WASHINGTON

INTRODUCTION

The calling of a new rector is a time pregnant with challenge and opportunity, a time, which if properly used, can result in important growth for the parish no matter how healthy it already is. The coming and going of clergy is a normal occurrence within the diocese and the larger church. Especially in the last twenty to twenty-five years, Episcopalians and many others have gathered and analyzed their experiences and have agreed that this is a critical moment in the life of a parish.

This document provides an overview of the transition process. It is not, nor should it be used as, a step-by-step guide. The interim period may be understood in four stages: 1) Separation & Planning, 2) Congregational Assessment, 3) the Search, and 4) Start-Up.

In addition, a brochure for departing clergy will be provided to them and to the congregations they have served with suggestions and policies pertaining to transition.

Our plan is to introduce it for use in 2006 and build some experience on which to assess it a year from now. It introduces some practices that differ from what we have come to know. This document is not intended to disparage any past practice. It arises from our growing experience with the successes and limitations of this process as we have known it.

SEPARATION & PLANNING

Notify the Bishop

The transition process begins when the rector meets with the bishop and they determine together when the announcement to the vestry and congregation will be made. Generally, 90 days notice is more than sufficient. Congregations can become restless and irritable with long goodbyes. Among the matters to be jointly determined are the date of the rector's departure, the date when the departure will be announced to the vestry and then to the congregation, the date the diocesan deployment officer will visit the parish to preach, celebrate and meet with the congregation, which will normally be the first Sunday following the rector's departure, and the timing and arrangements of the notice of the meeting with the diocesan deployment officer. It is important that the bishop and the deployment officer be part of the process from the very beginning.

Saying Good-bye

Whether the rector is leaving because of retirement, a call to another parish, or even because of differences with the parish, the elements of the separation process remain the same. Much of the energy of the parish during this time should be devoted to saying "good-bye." Even in those instances where relations between priest and parish have been less than harmonious, it is always possible to find things that have been good, things to be grateful for, and things to celebrate while acknowledging any conflicts or challenges. It is important that the separation be graceful because a parish that does not feel good about the departure of its former rector is handicapped

in establishing a relationship with the new rector. Working with the wardens and vestry, the deployment officer can offer suggestions to help the parish arrange a leave-taking that affirms the past and lays the groundwork for the future.

Until the rector leaves, the *only* tasks are to arrange a exit interview, plan the current rector's departure and provide opportunities for people to say good-bye. It is important to celebrate what has been accomplished and to allow both the priest and the congregation the opportunity to acknowledge that a relationship is ending. The outgoing priest, no matter how much he or she is beloved, must *not* be part of the planning process. Sample material for conducting an exit interview can be found in *Beginning Ministry Together: The Alban Handbook for Clergy Transitions* by Roy Oswald, James M. Heath and Ann W. Heath, available from the Alban Institute.

It is a natural thing for clergy who have been planning activities for years to want to continue to be helpful, but they must not try to plan a future of which they cannot be a part. It compromises the parish's transition process by preventing people from dealing with the loss of relationship.

Absent extraordinary circumstances, is not appropriate for assisting or adjunct clergy to serve as the interim rector. The issue is whether a key member of the staff of the former rector can facilitate the congregational dynamics that lay the groundwork for the new rector. If it is the desire of the vestry for an assisting minister to continue as an assistant during the interim, the canons require this be approved by the Bishop under such conditions as the Bishop and vestry may determine [Canon III.9.3(c)].

Wardens & Vestry

Once the departing rector leaves, the **senior warden** has a number of responsibilities during the interim period. With the bishop's help as well as that of the deployment officer, the senior warden and executive committee must make arrangements for the conduct of worship and for pastoral care until an interim rector begins. While they should be supported in this by the vestry, it is not appropriate to divert their attention and energy to a "mini-search" for interim or supply clergy.

Arrangements for supply clergy or the interview and call of an interim rector are to be done by the wardens, or if a parish has one, by the executive committee. **The interim period will very likely be twelve to eighteen months** and sometimes more unless a shorter search option is chosen by the vestry and approved by the bishop. The wardens or executive committee will secure the services of an interim rector, one who will provide continuity during the interim period. The deployment officer will assist in these arrangements.

The Services of Clergy

Interim rector: In the Diocese of Washington, the term "interim rector" is used for those clergy trained and experienced in the ministry of transition. The terms and conditions under which an interim rector is employed may vary with local circumstances but generally the responsibilities include the conduct of public worship, the continuation of pastoral ministries, support of programs, and whatever else contributes to the maintenance of the normal parish program.

Of particular importance, the interim rector is trained to facilitate the developmental process of an interim period, to assist a parish to evaluate its mission and ministry, to make any needed changes in parish administration or program, and to help the parish prepare for the arrival of a

new rector. This work is done in consultation with the wardens, vestry, and other parish leaders.

There are five developmental tasks: 1) Coming to Terms with History, 2) Clarifying Identity, 3) Raising up New Leadership, 4) Renewing the Relationship with the Diocese, and 5) Welcoming the New Rector.

In the Diocese of Washington, the interim rector is rector in all matters excepting tenure. All clergy doing interim ministry in this diocese will be trained or in training. The duties of an interim rector include presiding at meetings of the vestry and supervising, hiring and firing staff. Compensation must be comparable to that paid to the previous rector for comparable responsibilities. The appointment of an interim rector must be approved by the bishop since he or she is an extension of the bishop's ministry just as a rector is an extension of the bishop's ministry.

Supply Clergy: Clergy serving a parish during the interim period who do not have training and credentials as interim rectors, or may have training but are not charged with responsibility for intentional interim ministry, are termed supply clergy. **When a supply priest agrees to serve for a prolonged period, he or she is identified as an “extended supply priest.” The appointment of an extended supply priest must be approved by the bishop.**

Preparing for the Search

With the guidance of the search consultant, a descriptive booklet about the parish and the community will be prepared. This booklet is called the profile, but is to be distinguished from the CDO profile, which is a computer form sent to the Church Deployment Office in New York. This task is the responsibility of the search committee. The profile is used to introduce prospective candidates to the parish and the local community. Topics addressed in the profile may include mission or identity statement, a history of the parish, a description of the Diocese of Washington, the community where the parish is located, parish programs, distinctive features of the parish, finances and stewardship, facilities, staffing, key statistics (membership, worship attendance, etc.), goals, and desired characteristics of the next rector.

A draft of the profile must be reviewed and approved by the bishop, prior to approval by the vestry, and while there is still opportunity for additions and corrections to be made.

The profile is the first impression many candidates have of the congregation and should be developed with broad congregational input. When completed, a copy should be posted on the congregation's website, a limited number of printed copies should be available, and two copies are to be sent to the Diocese to the Canon for Deployment and Vocational Ministry, Episcopal Church House, Mount St. Alban, Washington, DC 20016.

The vestry lays the groundwork for the search itself, and establishes a **search budget**. The budget will include the costs of producing the parish profile, the cost of the search consultant, the costs of visiting candidates, the expense of visits to the parish by the candidates, relocation expenses including meals and lodging if needed, background checks, and incidentals that might include such expenses as postage, the reimbursement of costs for telephone interviews, or the cost of renting a post office box for the use of the search committee. As the needs of the parish become better defined, the vestry appoints and charges a search committee to whom responsibility for identifying prospective clergy is delegated. The search committee is appointed *only after* an interim rector is in place.

The vestry must decide on a range of compensation and the benefit package that it will offer the new rector. The search consultant and the deployment officer can be of assistance in suggesting salary levels in comparable parishes, and evaluating other portions of the package such as housing and other allowances. **It is diocesan practice that any full time parochial priest be paid at least the minimum annual compensation as determined by the guidelines approved by Diocesan Council and Convention.** In addition, a parish will be asked to submit to the deployment officer audit and financial reports for the previous three years, annual reports for the same period, and a copy of the bylaws. Compensation guidelines are available on the diocesan web site at www.edow.org.

The Search Consultant

Vestries are asked to engage a search consultant to assist the vestry and search committee. Consultants are skilled in group process and congregational dynamics. They assist the vestry in reviewing the structure during the interim, determining how best it might exercise its role during transition, and how to develop a time table in conjunction with the search committee.

They work with the search committee to plan and design congregational meetings and focus groups, gather and interpret data, and develop questions and a design for the interview process. The search consultant serves as the principle link with the deployment officer in providing resources and guidance during the interim period and search process. The deployment officer will provide the senior warden with at least one name of a consultant willing to work with the parish. If the cost of a consultant will place an undue burden on the congregation, the senior warden is encouraged to contact the Deployment officer.

Communication

Communication with the parish is essential. While the content of the deliberations and the names of nominees are confidential, it is important to communicate on a steady basis the progress of the process – even if that means simply informing the congregation that the committee will not be meeting for three weeks. Parishioners must be assured that the interim period is being well managed and that progress, however seemingly invisible, is being made. Otherwise, the parish may complain that “nothing is happening.” It is essential that the vestry and the search committee maintain good communication with the parish and each other throughout the interim period. For example, weekly or monthly notices in the Sunday bulletin or regular newsletter could announce something along these lines: “The search committee has had four meetings and is currently working on a narrative profile for nominees.” Or, “The search committee is reviewing a list of names approved by the Bishop.” In addition, the chair of the search committee might give oral updates during announcements or parish functions. If new members are elected to the vestry in the course of the search process it is important to bring them up to date on the status of the process.

CONGREGATIONAL ASSESSMENT

Deployment Officer Meets with Congregation

As soon as possible after the departure of the rector, ideally on the following Sunday, the deployment officer will be the preacher and celebrant at your Sunday services. This gives an opportunity for the parish to participate in a theological reflection upon the challenges and opportunities of an interim period and to share with the deployment officer questions and concerns. It also provides the deployment officer an opportunity to share with the parish the

bishop's policies for filling clergy vacancies and the reasons for those policies. After the services and an opportunity to meet with the parish, the deployment officer may also meet with the vestry to assist in future plans if that has not already happened.

Congregational Self Study and Assessment

Working with the search committee, the interim or search consultant will arrange for a series of meetings of the whole congregation that will include as many parishioners as possible. These meetings will take place only after the rector has left the parish. In the first part of the process, the parish is encouraged to explore its history, consider who they are and whom they serve; assess its needs and the needs of others to whom they minister; and assess the resources they have to offer. The second part of the process asks the parish to consider what God seems to be calling it to do at this time, in this particular place. A question which might be asked is "Who in our community is missing from our church?" The third part of the process directs the parish toward the future. It may be that the ministry of the past few years is affirmed and continued. It is also possible that while the former direction of ministry is affirmed, the parish will recognize that new challenges call for new directions. The parish is encouraged to develop a vision of its future. Only after this is done is a parish truly able to identify the particular gifts and skills for the clergy leadership it needs. The information gathered during this self-study process forms the basis for a large part of the parish profile.

THE SEARCH

The Search committee

The search committee is appointed by the vestry, and is to be broadly representative of the congregation. It is important that there be widespread agreement on the part of the vestry in the selection of search committee members. **It is never appropriate for a member of the parish staff to serve on the search committee, or to be assigned to assist the search committee.** Members of the staff will report to the new rector, and should not be privy to the materials or deliberations of the committee.

The search committee must maintain strict confidence about the candidates being considered. For them to do otherwise is to risk great damage, both to the candidates and to their parishes. Most candidates do not know they are being considered until the initial contact. Their congregations also do not and should not know until the decision is made. The search consultant will explain in detail the reasons for this confidentiality and will remind you of it frequently. It is very harmful if a search committee member "leaks" information to anyone in the parish including a spouse or other family member. It is also important to provide for the security of Search committee files.

The Charge

It is important that the vestry give a charge to the search committee, and to determine the number of names to be presented to the vestry. By the time the search process is complete, the search committee will know a great deal about the finalists, much of it subjective knowledge that cannot be communicated readily or easily to others. The search committee members must all agree to support the slate given to the vestry. The names must be given in alphabetical order. We recommend that the search committee's report include a brief paragraph on each candidate being presented describing the characteristics of the candidate that seem a particularly appropriate match for the congregation.

Search Options

In consultation with the bishop, the vestry decides which search option will be used and communicates this in a charge to the search committee.

Option #1 Full Search

After the completion of the parish profile, the search committee completes the parish search request form and forwards it to the diocesan deployment officer. While the request is processed, the search committee will ask for nominations from the congregation. All names will be forwarded to the diocesan deployment officer. The opening will also be published in the Positions Open Bulletin and the Ministry Deployment Handbook.

The opening will be listed for at least a month to allow for as many candidates as possible to apply. The deployment officer will do initial background checks on all candidates who express an interest in being considered. Those names will be given to the search committee for consideration. When the search committee has narrowed its list to those candidates being brought in for interviews, appointments with the bishop need to be made and formal background checks need to be done.

Option #2 Limited Search

After the completion of the parish profile, the search committee requests a short list of candidates from the deployment officer specifying the number of names desired. The deployment officer compiles the names from a variety of sources, and determines the names given to the committee based on the parish profile. The search committee will then follow the steps as outlined in option #1.

Option #3 Nomination of a Single Candidate by the Bishop

With this option the bishop is asked to take full responsibility for the search of a new rector. The search committee interviews the candidate and decides if they wish to recommend the candidate to the vestry. With this option, the parish still engages in congregational self-study and preparation of a parish profile.

Option #4 Priest-in-Charge under Extraordinary Circumstances

In rare circumstances, the bishop may offer a congregation in extraordinary circumstances the option of the appointment of a priest-in-charge rather than engaging in a search process. When such an appointment is made, the following standards are the norm for the relationship between the parish, the priest-in-charge, and the bishop:

1. One or more names of clergy for the position of priest-in-charge are offered by the bishop. Names may be suggested by the vestry but are subject to the approval of the bishop.
2. The bishop will appoint the priest-in-charge with the approval and consent of the vestry. **The priest-in-charge will exercise the canonical duties of a rector subject to the authority of the bishop.**
3. **The priest-in-charge and the parish enter into an agreement for a period of at least one year. (This can be extended by the bishop if appropriate.)**

4. An evaluation of the relationship, conducted by the office of the bishop, will take place at six-month intervals. This is not a mutual ministry review, but an assessment based on criteria previously agreed to by the bishop, vestry and priest-in-charge.
5. The letter of agreement between the parish, the priest-in-charge, and the bishop will follow the diocesan guidelines for such letters of agreement including termination provisions.
6. The bishop may also elect to appoint a consultant to work with the parish.

Decision Making

The norm for decision making for both the search committee and vestry is by consensus.

If more than one name is to be presented, the committee must be able to support whichever candidate the vestry selects. That is why alphabetical order is important versus ranked order. If candidates were ranked, and the vestry chose the “third” candidate rather than the “first,” the search committee members might not be as supportive of the new rector as they should be.

The vestry is also charged with consensus making. All of the vestry members must agree on the person to be called. If there is not agreement when a call is made the call may not be a good one. Those on the vestry or the search committee who do not agree with the call will continually remind others of their reasons for not agreeing to the call, thereby undermining the new rector.

Policies

There are certain policies of the bishop that must be kept in mind concerning possible candidates for the position of rector regardless of which option is chosen.

1. **An interim rector or extended supply priest is not eligible to be considered as a candidate for rector. This must be made clear in the letter of agreement.**
2. An assistant or adjunct priest will be approved by the bishop for consideration after he or she has been gone from the parish for a period of **two years**.
3. A parish must have its financial affairs, bylaws and annual reports in order. Before the bishop will approve a call, he may request a member of the diocesan Finance Committee to conduct a review, and offer recommendations if necessary.
4. All searches in the Diocese of Washington are undertaken on a nondiscriminatory basis. Requests for the elimination of certain categories of people, based on such matters as race, color, ethnic origin, sex, marital status, sexual orientation, disabilities or age, except as otherwise provided by the canons, will not be granted.
5. **All finalists must be approved by the bishop following a personal interview.** This is normally done during the candidate's visit to the parish for a personal interview with the search committee. Appointments may be arranged by calling Leslie Coates Burpee, Executive Assistant to the Bishop. She may be reached at 301-537-5713 or 1-800-642-4427, ext. 5713.

Background Checks

Background Checks concerning sexual misconduct and criminal offenses are required for clergy at any point of transition (pre-ordination, licensing, and employment) in the Diocese of Washington. All finalists must have a complete background check. This differs from the preliminary background screening by the deployment officer that simply insures that candidates are priests in good standing.

The usual time needed to complete a background check is two to six weeks. Because the bishop cannot approve the election of a rector by a vestry or the appointment of an assistant rector until the check is completed, all finalists are investigated to prevent undue delay at the end of the search process. The Diocese of Washington has contracted with Oxford Document Management Company, an independent agency specializing in these investigations.

A background check is initiated by contacting the deployment officer. The usual charge is \$85.00 per background check. The cost of a background investigation is subject to change. The parish is responsible for this expense. The business office will send an invoice, requesting reimbursement to the diocese, for the expense of the checks. In the case where this would be a hardship for the parish, the senior warden should contact the deployment officer.

Decision

When the search committee has completed its interviews and reached a decision, it presents its candidates in alphabetical order unless the vestry has previously instructed the search committee to submit a single name. The chair of the search committee will make the presentation of the candidate(s) to the vestry. After receiving the report and reviewing the material, the vestry may choose to invite the candidate, or each of the final candidates if there are several, back to meet with the vestry.

ELECTION OR APPOINTMENT & START UP

Election or Appointment

The vestry acts to formally elect the nominee. Before doing anything else, the vestry must notify the bishop of the election. The bishop must be notified so as to give a response as required by national canon. Upon receiving the bishop's approval, a call is then issued. The call should be issued in writing (following a telephone call) and be accompanied by a proposed letter of agreement that includes proposed salary, housing, benefits, allowances, vacation and continuing education, special expectations, and so on. The deployment officer and the search or interim consultant can provide guidelines and sample agreements. The letter of agreement should be sent to the deployment officer for review.

Only after, and not before, the call has been formally accepted by the nominee, should the vestry announce the election to the parish and the public. There are a number of opportunities for the process to go astray between the decision of the search committee, the election by the vestry or appointment by the bishop, and the final acceptance of the call. It is potentially embarrassing to both candidate and parish if premature announcements are made.

There are important procedural matters to be considered throughout this phase of the process. Your search consultant and the deployment officer are familiar with the canonical requirements and should be consulted.

Farewell

When the call has been issued and accepted, the interim rector is notified so plans for his or her departure can be made. It is important to celebrate that ministry in whatever ways are customary to the congregation. Following the departure of the Interim rector, it is necessary to arrange for supply clergy for a period of four weeks to allow some closure before the new rector arrives.

Welcome

When the call has been issued and accepted, it is appropriate for the vestry to appoint a transition committee to serve as a committee of welcome, to introduce the new rector and his or her family to the community, to help in relocation, and to assist in the beginning of the new ministry. The transition committee might plan coffee and dessert for small groups to assist the new rector in meeting people, provide groceries for the first week, see to it that the rector's office is ready to be occupied, or provide maps and contact information for example. (See Appendix II.) Usually, the new rector is already employed in another parish. He or she must allow time for a responsible departure, which includes setting a date in conjunction with the bishop and vestry, for saying "good-byes," perhaps for a bit of vacation, and for packing and moving before the new ministry begins. It is often at least two months after acceptance of the call before the new rector is in place and not uncommon for a longer period of time to be required.

Honoring the Search committee

The gift of the time and talent given by the search committee needs to be recognized and honored by the congregation. One way to do this is for the vestry to sponsor a reception possibly a special coffee hour, for the members and their chair(s) after the call of the new rector has been accepted. When the new rector arrives it may also be appropriate to recognize and thank the members for their service in the context of Sunday worship with brief prayers. The Book of Occasional Services 2003 contains a prayer on the occasion of a retirement or change in work that might be adapted.

Celebration of a New Ministry

To schedule a Celebration of a New Ministry, please contact Leslie Coates Burpee whose contact information is above. The Diocese of Washington uses a rite developed by the Rt. Rev. A. Theodore Eastman, retired Bishop of Maryland, and adapted by the Diocese of Ohio. We encourage you to invite those people who have been helpful throughout this process, including the search consultant, the interim rector, members of the bishop's staff, and any clergy who have served the parish during the interim period.

CONCLUSION

The new rector is in place, at last. This is, in itself, a significant accomplishment, but hopefully it is not the only benefit a parish has received from its involvement in the interim process. Much of a parish's involvement and benefit depends upon the extent and enthusiasm of participation, and that, in turn, depends upon the leadership of wardens, and vestry. Many parishes report discovery of exciting new dimensions in their ministry, an increased sense of identity and purpose, newly identified resources in lay leadership, or a new recognition of its relationship with the bishop and the wider church. May all these blessings be yours, and many more.

Finally, the Diocese of Washington will continue to provide support during the first two years of the new ministry through a program called Fresh Start. The Bishop expects all clergy in new ministries to participate in the program. Fresh Start also provides occasional meetings for lay leaders. See the diocesan website or <http://www.episcopalfreshstart.org/> for more information.

It is recommended that the rector and vestry arrange to meet with the original search consultant after one year to review the original profile, reflect on the developments of the first year, and set goals for the year ahead. These goals will then establish a foundation for an annual Mutual Ministry Review beginning on the second anniversary of the start of the new ministry.

We hope this process will assist your parish during the transition, support you in the renewal of your mission, and help you to discern the person called to join you in the next stage of your journey in Christ.

APPENDIX I

WHO'S WHO IN THE INTERIM PERIOD

THE BISHOP

The bishop has ultimate responsibility for the ministry of all congregations in the Diocese. In the interim process the bishop advises wardens at the outset of the interim in person or through his deputy, the deployment officer; assigns diocesan resources to assist in the process; approves all candidates; and approves the election of a rector in a parish.

THE WARDENS

The senior and junior wardens are the chief lay officers of the parish, responsible for many of the affairs of the parish in the absence of the rector. When an opening occurs or is imminent, the senior warden notifies the bishop and maintains communication with the deployment officer throughout the process. The senior warden (in his or her absence, the junior warden) is responsible for obtaining interim or supply clergy, presides at the election of the rector and communicates that election to the bishop, negotiates on behalf of the parish with the newly called rector, and assists the new rector as his or her new ministry begins.

THE VESTRY

The vestry chooses the Search committee, prepares the budget for the search process, and formulates the charge to the Search committee. The vestry assists the parish in participating in the process and, when the process is complete, elects the new rector.

THE DEPLOYMENT OFFICER

The deployment officer is the bishop's deputy in dealing with parishes in the interim process. He or she assists the vestry in appropriate closure of the out-going priest's ministry; assists the wardens and vestry in planning the interim process; appoints the interim consultant; assists in the search for an interim rector or interim supply clergy; coordinates with the national Church Deployment Office; investigates and consults with the bishop about prospective candidates; provides resources and training for interim consultants and interim rectors; provides resources for the search committee, vestry and wardens; keeps the bishop informed of the progress of all searches; assists in the final call and in the negotiation of a letter of agreement with the new rector; and finally, assists in the start up of the new ministry.

SEARCH CONSULTANT

The search consultant works with the wardens, vestry and search committee throughout the interim process. He or she assists the parish in evaluating their strengths and resources, in identifying goals, in dealing with conflict, and in negotiating the procedural aspects of the search. The search consultant works with the interim rector or extended supply priest and with the deployment officer and, with their assistance, identifies and responds to the needs and problems that may emerge as the process unfolds. He or she is the principal resource and point of intercommunication for both the vestry and search committee and for the deployment officer and bishop.

INTERIM CONSULTANT

The interim consultant is a search consultant who has additional training in interim ministry and is responsible for facilitating the developmental process in the absence of an interim rector.

INTERIM RECTOR

In the Diocese of Washington the term “interim rector” is reserved for those trained and experienced in the ministry of transition. The terms and conditions under which an interim rector is employed may vary with local circumstances but generally the responsibilities include the conduct of public worship, the continuation of pastoral ministries, support of programs, and whatever else contributes to normal parish program. The interim rector is specially trained to assist a parish to evaluate its mission and ministry, to make any needed changes in parish administration or program, and to help the parish prepare for the arrival of a new rector. This work is done in consultation with the wardens, vestry, and other parish leaders. In the Diocese of Washington, the interim rector is rector in everything but tenure, including the supervision of the parish staff. The interim rector presides at meetings of the vestry. The appointment of an interim rector must be approved by the bishop since he or she is an extension of the bishop's ministry just as a rector is an extension of the bishop's ministry.

PRIEST-IN-CHARGE

A priest-in-charge is appointed by the bishop after consultation with the vestry and exercises the duties of Canon III.9.5 subject to the authority of the bishop.

SUPPLY CLERGY

Clergy serving a parish during the interim period who do not have training and credentials as interim rectors or have training but are not engaged to provide intentional interim ministry, or have less comprehensive responsibility are termed “supply clergy.” When a supply priest agrees to serve for a prolonged period he or she may be identified as “extended supply.”

CHURCH DEPLOYMENT OFFICE (CDO)

The Church Deployment Office is maintained by the National Church as a registry for all clergy whether or not they are actively seeking positions at this time. Computer files are maintained which show, among other things, the clergy person's work experience, areas of special interest and training, and developed skills. This data is presented in the form of a Clergy Profile. Profiles for all clergy registered in the system are available through the deployment officer. When a parish has identified its particular needs and preferences it may file, through the deployment officer, a search request that will initiate a computer search for clergy matching most or many of the stated criteria. Information about the parish, in the form of a parish profile, is also filed with the Church Deployment Office where it is available to interested clergy. The Church Deployment Office publishes a monthly listing of all parishes seeking clergy

APPENDIX II

To Welcome the Next Rector

- Have the rector's office cleaned, including the drapes and carpet where appropriate
- If there is a closet, see that it is emptied, cleaned out, and has some hangers
- If there is a storage closet, have it cleaned out
- Have desks, shelves and cupboards emptied, and wiped down, and windows and windowsills washed
- Have a set of keys ready that will include a master key, keys to the main office, staff offices, and the sacristy
- Prepare a folder that includes the following information:
 - Current membership list and the most recent pictorial directory if there is one
 - A roster of vestry members
 - A copy of the budget and Minutes of the last three vestry meetings
 - A directory of ministries if there is one
 - Letters of agreement of current staff members
 - A schedule and list of the duties of office volunteers
 - A copy of any policies, procedures, or personnel guidelines
 - A copy of the bylaws
 - The last two or three issues of the parish newsletter, weekly news bulletin and Sunday service leaflet
 - A roster of active committees
 - A copy of the diocesan rite for the Celebration of New Ministry. This is a revision of the rite provided in the BCP, which a new rector might not know. For a copy, contact Leslie Coates Burpee at 202-537-5713 or see the diocesan website, www.edow.org.
 - A map of the area
 - If there is an ECW or other guilds for men or women, provide a description of their activities and meeting schedule and their expectations of the rector.
 - Supply key dates of upcoming parish events and what is expected of the rector if you know it.
- Assemble any passwords the rector will need such as those to a computer, security system, or special accounts. To access the General Convention website, the UEID (Universal Episcopal Identifier) is needed along with a PIN number. This is used for parochial reports among other things. This number should be provided to the rector and one other person who is authorized to view and change the data.
- Any liturgical customary or instruction manual for Eucharistic Visitors, acolytes, altar guild, chalice bearers, lectors and intercessors along with current Sunday schedules
- Offer to provide a tour of the building
- Offer to arrange lunch with a neighboring priest who can provide information on the regional convener, regional meetings, clergy meetings, WECA (Washington Episcopal Clergy Association), diocesan convention dates, clergy days, ecumenical events, and other ecclesiastical matters.

APPENDIX III

Canon III.9.3.(a), (b), and (c)

Of the Appointment of Priests

Sec. 3.

(a) Rectors.

- (1) When a Parish is without a Rector, the Wardens or other officers shall promptly notify the Ecclesiastical Authority in writing. If the Parish shall for thirty days fail to provide services of public worship, the Ecclesiastical Authority shall make provision for such worship.
 - (2) No Parish may elect a Rector until the names of the proposed nominees have been forwarded to the Ecclesiastical Authority and a time, not exceeding sixty days, given to the Ecclesiastical Authority to communicate with the Vestry, nor until any such communication has been considered by the Vestry at a meeting duly called and held for that purpose.
 - (3) Written notice of the election of a Rector, signed by the Wardens, shall be forwarded to the Ecclesiastical Authority. If the Ecclesiastical Authority is satisfied that the person so elected is a duly qualified Priest and that such Priest has accepted the office to which elected, the notice shall be sent to the Secretary of the Convention, who shall record it. Race, color, ethnic origin, sex, national origin, marital status, sexual orientation, disabilities or age, except as otherwise specified by these canons, shall not be a factor in the determination of the Ecclesiastical Authority as to whether such person is a duly qualified Priest. The recorded notice shall be sufficient evidence of the relationship between the Priest and the Parish.
 - (4) Rectors may have a letter of agreement with the Parish setting forth mutual responsibilities, subject to the Bishop's approval.
- (b) Priests-in-Charge.** After consultation with the Vestry, the Bishop may appoint a Priest to serve as Priest-in-Charge of any congregation in which there is no Rector. In such congregations, the Priest-in-Charge shall exercise the duties of Rector outlined in Canon III.9.5 subject to the authority of the Bishop.

(c) Assistants. A Priest serving as an assistant in a Parish, by whatever title designated, shall be selected by the Rector, and when required by the canons of the Diocese, subject to the approval of the Vestry, and shall serve under the authority and direction of the Rector. Before the selection of an assistant the name of the Priest proposed for selection shall be made known to the Bishop and a time, not exceeding sixty days, given for the Bishop to communicate with the Rector and Vestry on the proposed selection. Any assistant shall serve at the pleasure of the Rector and may not serve beyond the period of service of the Rector, except that pending the call of a new Rector, an assistant may continue in the service of the Parish if requested to do so by the Vestry under such conditions as the Bishop and Vestry shall determine. An assistant may continue to serve at the request of a new Rector. Assistants may have a letter of agreement with the Rector and the Vestry setting forth mutual responsibilities subject to the Bishop's approval.