

# The Rector Search Process: Six Stages for Your Next Priest

---

Episcopal Diocese of  
Rochester

Fall, 2023

# How We Do Search Is Changing!

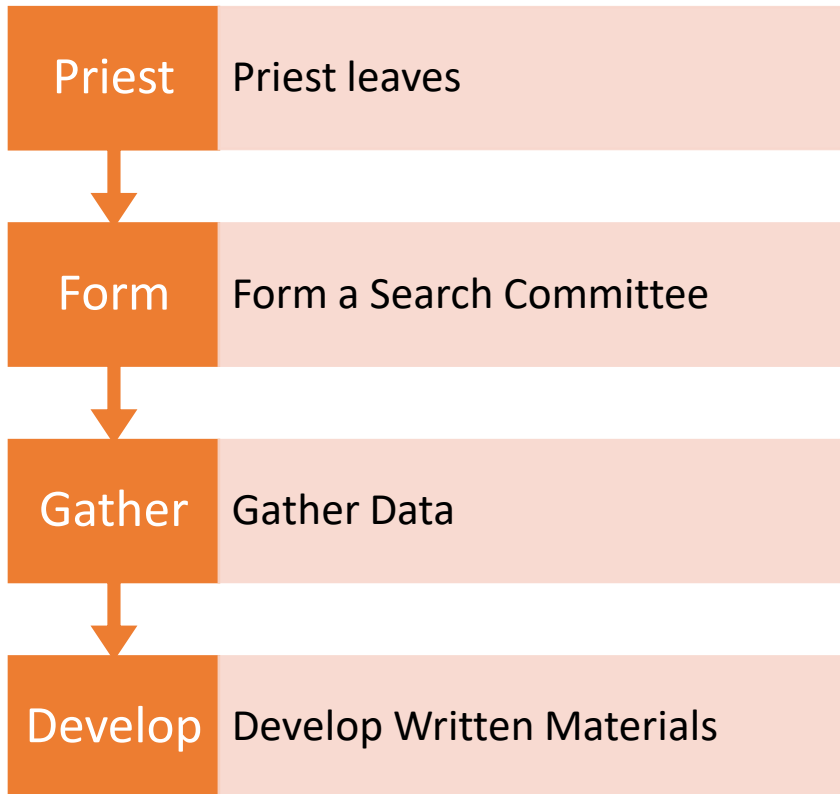
## THEN

- Complex, glossy profiles sent directly to priests
- Priests applied directly to parish
- First interviews done via phone
- Sent teams to see candidates
- Determined financial package at the time of call

## Now

- Relationship/Network driven—more Diocesan support
- Determine the financial package first
- Shorter documents posted in more places
- More focus on your online presence
- Priests apply to the Diocese
- Fewer candidates
- First interviews done on Zoom

# Phase I



# Phase I Activities

## Vestry

- Transition Officer meets with Vestry
- Vestry works on compensation package, which may include figuring out whether to employ full-time or part-time
- Vestry ensures that ministries of the parish continue
- Wardens arrange for supply coverage

## Search Committee

- Transition Officer meets Search Committee
- Search Committee gathers data
  - About what makes the parish unique and special
  - About what the parish would like in its next priest
- Search Committee provides regular updates to the parish
- Search Committee drafts written materials
  - Transition Officer helps to edit

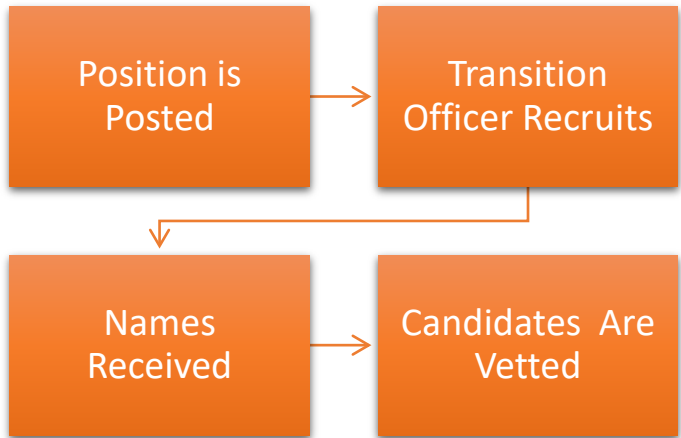


## What are the Written Materials?

- A portfolio for the national **Office for Transition Ministry**
  - available to all clergy and Transition Officers across entire Church
- A posting for the regional **Transition Ministry Conference**
  - Available to Transition Officers from ~30 dioceses in the Eastern US and Midwest
- A **one-pager** that the Transition Officer may use in speaking with candidates
- Updates to your **webpage & social media**



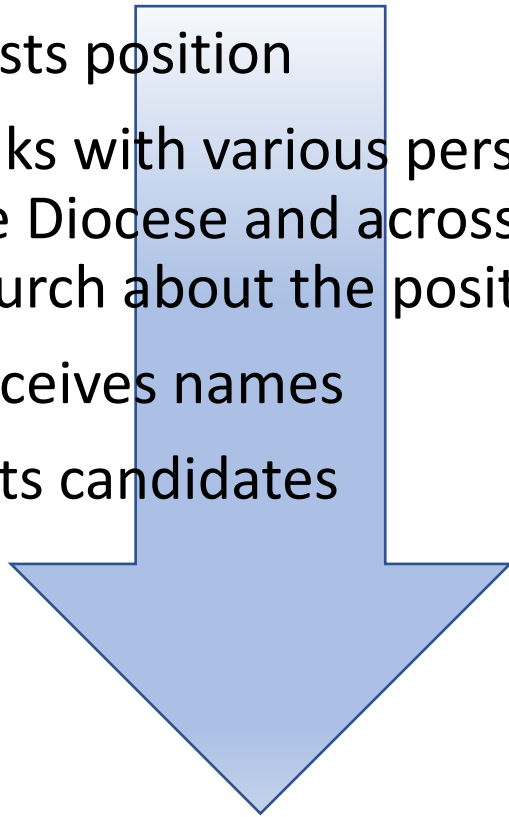
# Phase II



# Phase II Activities

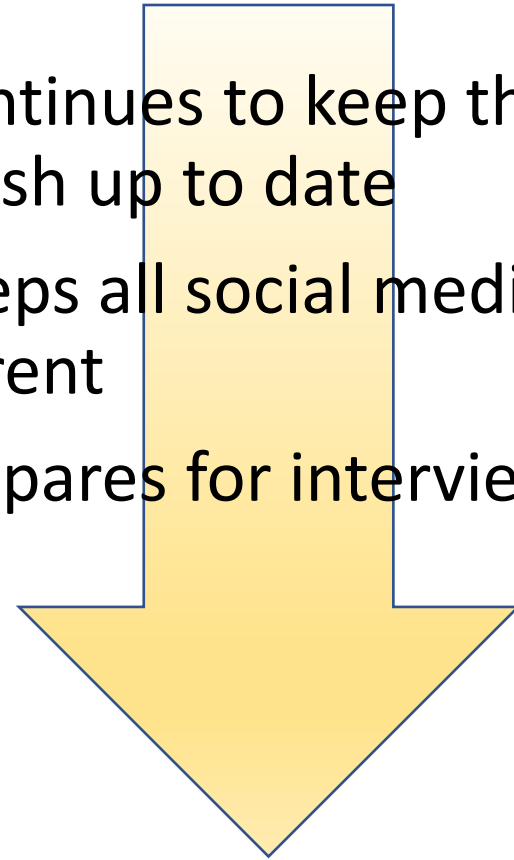
## Transition Officer

- Posts position
- Talks with various persons in the Diocese and across the Church about the position
- Receives names
- Vets candidates



## Search Committee

- Continues to keep the parish up to date
- Keeps all social media current
- Prepares for interviews



# What happens in the Vetting Process?

## The Transition Officer

- Reviews the candidate's OTM portfolio, CV and other submitted materials
- Speaks with the candidate's transition officer
  - General overview of the candidate
  - Whether there are any red flags about the candidate
  - Confirms that the candidate is eligible to seek a new position
- If necessary, has our Bishop speak with the candidate's bishop
- Reviews online information about the candidate
  - Social media
  - Recorded services and sermons





# Phase III

---



Transition Officer Presents Slate of Candidates



Search Committee Receives Profiles and Determines Whom to Interview



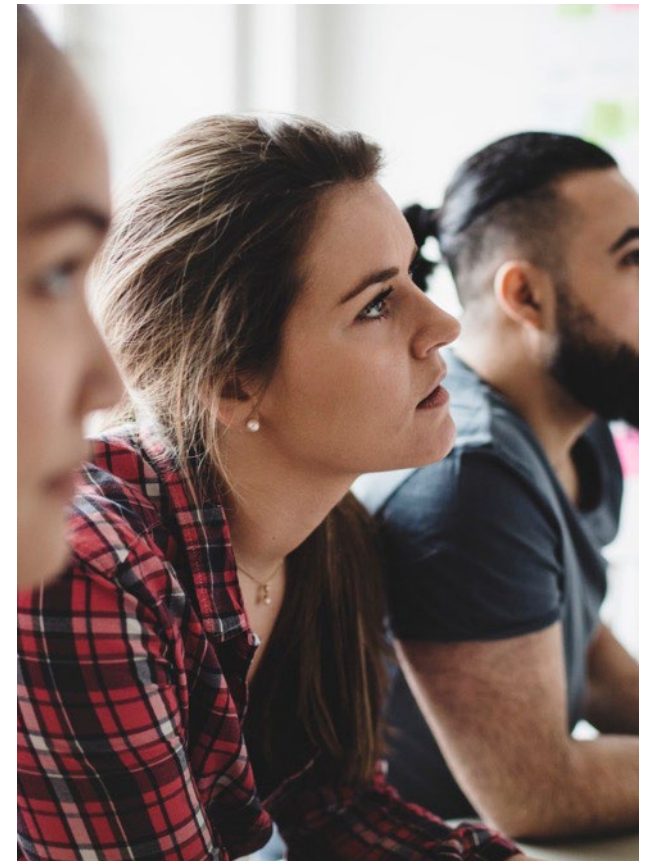
Interview(s)



Narrowing Field



Background Check



# Phase III Activities

## Transition Officer

- Presents candidates
- Coaches Search Committee on what to evaluate in each candidate
- Acts as liaison between candidate and Search Committee through the first interview
- Conducts Background checks on Finalist(s)

## Search Committee

- Determines which candidate(s) to interview
- Informs Transition Officer of whom their interview choice(s)
- Conducts first interview on Zoom
- Communicates with Transition Officer about how interview went
- Decides next steps:
  - Discontinue the candidate
  - Second Zoom interview
  - Move to Finalist stage

**THIS PHASE MUST BE  
CONFIDENTIAL**

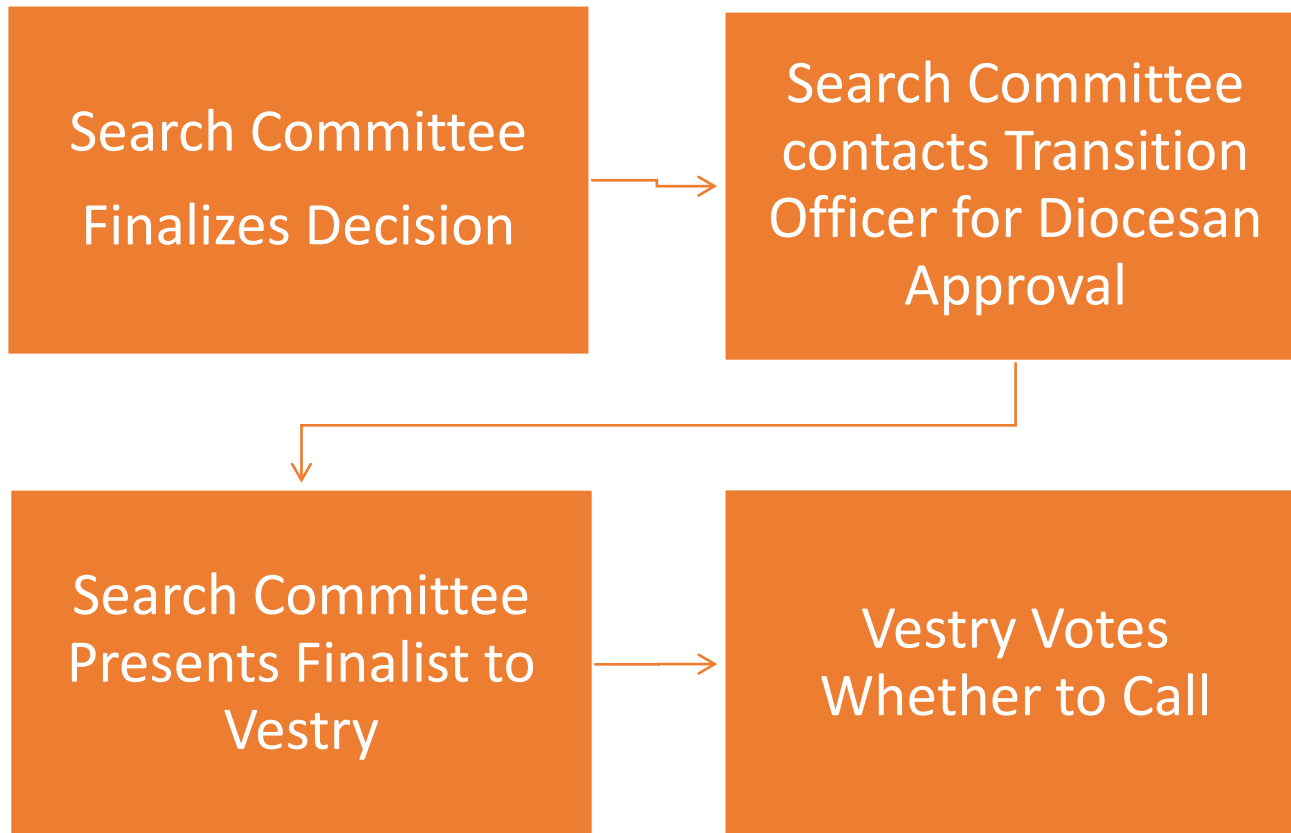
# Phase IV



# What Happens in the In-Person Visit?

- The candidate travels to your parish
- The candidate meets with the Search Committee
- Candidate conducts a worship service for the Search Committee
- The candidate meets with the Bishop (if he is available)
- The candidate meets with the Transition Officer to learn about the Diocese of Rochester, have questions answered, etc.
- This visit is **CONFIDENTIAL**. You may say a visit is occurring, but you may not say who the visitor is.

# Phases V



# Phase V Activities

## Transition Officer

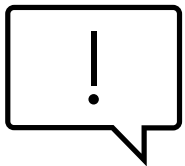
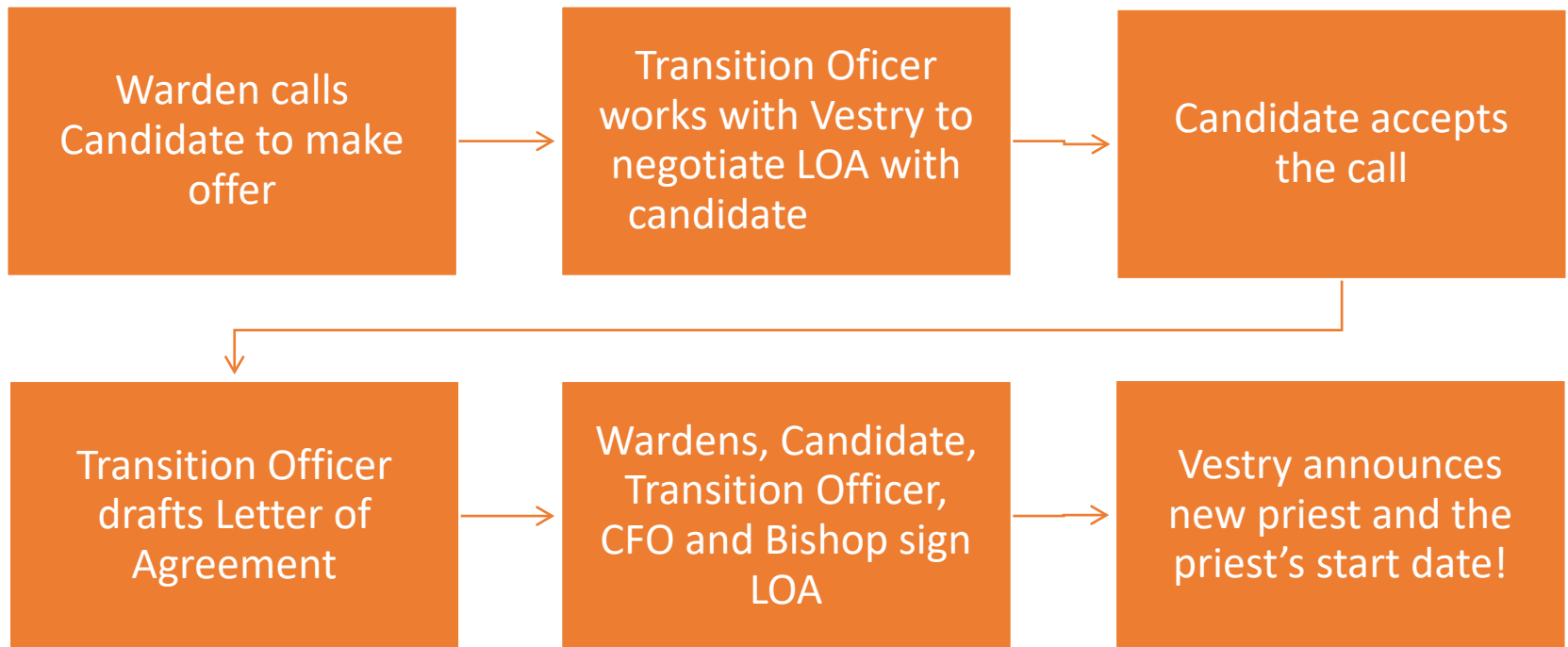
- Coaches Search Committee on evaluating finalist
- Informs Bishop that a finalist has been selected
- Coaches Committee on presenting to Vestry

## Search Committee

- Calls finalist's references
  - Confirms decision on finalist
  - Presents to Vestry
- Vestry**
- Receives Search Committee's recommendation
  - Votes whether to call



# Phase VI



Throughout Phases IV, V, and VI the process is **CONFIDENTIAL**.  
The name may only be released  
once the LOA is signed.

# Phase VI Activities

## Diocesan Staff

- Negotiate LOA terms with vestry and candidate
- Draft LOA
- Sends final LOA for signatures
- Signed by CFO, Transition Officer, and Bishop

## Wardens

- Work with Transition Officer on LOA terms
- Identifies start date
- Sign final LOA
- Announces new priest and start date

## Vestry