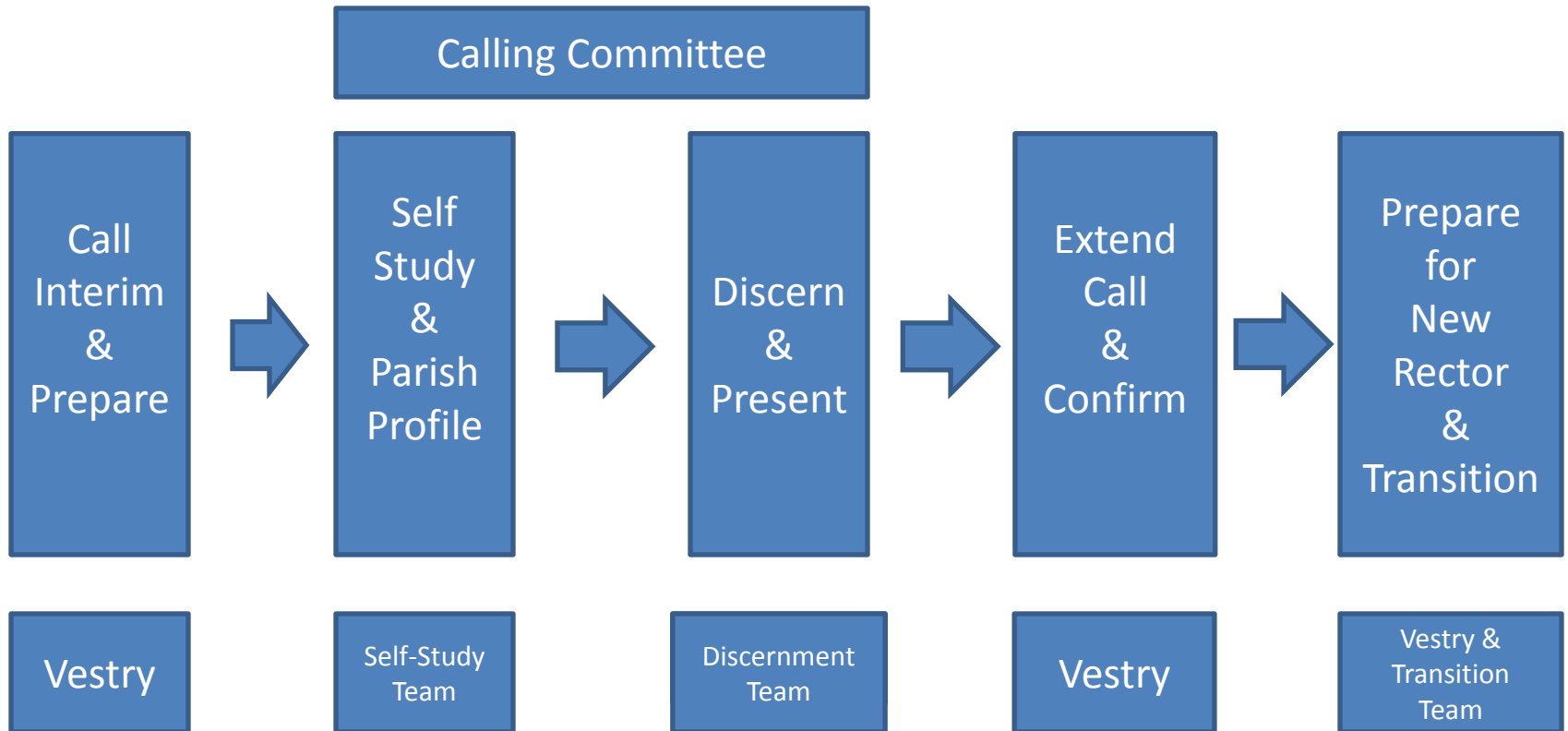


Diocese of Alabama

Calling a New Rector Process A



We are here!

Early 2018

Diocese of Alabama

Calling a New Rector Process A

Call
Interim
&
Prepare



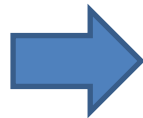
Vestry

1. Rector notifies diocesan office of last Sunday in parish.
2. CTO meets with departing rector and vestry if necessary to clarify church size status and discuss strategy.
3. Clergy Transitions Officer (CTO) contacts Senior Warden to plan visit to parish – Sunday after Rector’s departure.
4. Vestry develops budget for calling process and completes charge to team.
5. CTO visits parish to minister and provide overview of process.
6. Vestry works with CTO to call an Interim Rector.
7. CTO assigns a Calling Coach (CC) and submits contract to Senior Warden.
8. CTO, CC, Sr. Warden, and Jr. Warden choose Calling Committee Chair (CPC).
9. Sr. Warden extends invitation to selected Chair.
10. Chair accepts invitation and is given palm cross.
11. Responsibilities, skills, and nomination forms for committees are posted for the parish.
12. CPC, CC, Sr. Warden & Jr. Warden select committee members. (NOTE: Committee members cannot run for vestry while serving on Calling Committee)
13. Invitation extended to nominated committee members.
14. Committee members accept/decline offer to participate.
15. Sr. Warden announces committee members to Vestry & Parish.
16. Senior Warden and vestry complete pp. 1-3 of Community Profile and gives to Calling Coach (NOTE: Remainder completed after data gathering).
17. CTO posts partial Community Profile on national data base.
18. Senior Warden a “Liturgy for Commissioning the Calling Committee.”

Diocese Of Alabama

Calling a New Rector Process A

Self
Study
&
Parish
Profile



Self
Study
Team

1. Discuss the role of the Holy Spirit and build team. Review: vestry charge; group norms; expectations; and ground rules. Overview the Calling Process and how potential candidates' names are gathered.
2. Experience a data gathering process. Review types of data gathering tools. Develop a timeline. Determine communication plan to the parish. Assign profile sections that do not require data gathering. Develop Data Gathering Strategy: Who, What, When, Where, and How.
3. Develop Data Gathering Tools/Schedule Data Gathering Events
4. Gather Data.
5. Compile, and analyze data.
6. Complete Narrative Portion of Community Profile and Send to CTO for publication on National Data Base.
7. Prepare first draft of profile and submit to CTO for Bishop review. Bishop reviews and approves profile.
8. Make recommended revisions & Create final version of profile.
9. Produce Profile. Give to Discernment team, Vestry, and CTO. Post on parish website.

Diocese of Alabama

Calling a New Rector Process A

Discern
&
Present



Discernment
Team

1. Discuss the role of the Holy Spirit and build team. Review: vestry charge; group norms; expectations; and ground rules. Overview the Calling Process and how potential candidates' names are gathered.
2. Review Steps and Ground rules. Create: timeline; "Call for Candidate Nominations" letter; Invitation Letter, and Invitation Packet. Contact CTO to request names from Diocesan Clergy (i.e., Constant Contact email). Request names from parishioners and others.
3. Generate list of nominated candidates. Conduct "red flag" background checks on candidates (CTO). Give list to Bishop.
4. Receive approved list of names and resumes from CTO. Prepare packets for Disc. Team
5. Send Invitation letter to nominated priests. Develop phone interview strategy & questions.
6. Review materials of all priests who would like to be in the process. Schedule & Conduct interviews.
7. Process Phone Interviews. No eliminations until all interviews are completed.
8. Narrow list of candidates for visits to candidates' parishes. Communicate Compensation/Benefits to those continuing in the process. Check References. Communicate with those who are not moving forward.
9. Create visit strategy, timeline, and interview questions.
10. Conduct visits to candidates' current parishes/locations. Process Visits.
11. Narrow list of candidates for On-Site Visits (i.e., visits to Calling Parish).
12. Request additional References and Call References. Submit names to CTO for Background checks.
13. Create process, timeline, and interview questions for On-Site Visits.
14. Host final candidates on-site. Schedule interview with Bishop. Process visits. Notify the CTO if there is no suitable candidate, and a new set of steps go into play.
15. Discern Called Rector Guided by the Holy Spirit. Communicate name of Proposed Rector elect (PRE) to the Bishop. Communicate name of PRE to the Senior Warden.

Diocese of Alabama

Calling a New Rector Process A

Extend
Call
&
Confirm



Vestry

1. Senior Warden calls Proposed Rector Elect (PRE) and invites him/her (and spouse/partner) to meet with vestry.
2. Senior Warden coordinates travel arrangements with PRE.
3. Vestry develops interview strategy and questions.
4. Vestry interviews PRE and spouse/partner.
5. Vestry discusses, prays, and discerns call of new rector.
6. Senior Warden informs CTO & Bishop of call
7. Senior Warden communicates call to PRE.
8. Sr. Warden and Rector Elect determine ministry start date and draw up Letter of Agreement.
9. Letter of Agreement signed by Sr. Warden and Rector Elect. send to CTO
10. CTO reviews Letter of Agreement and gives to Bishop.
11. Bishop signs Letter of Agreement and CTO informs Senior Warden of approval/signature. CTO sends copy to Senior Warden .
12. Senior Warden informs Rector Elect of signed Letter of Agreement. Senior Warden and Rector Elect discuss and confirm announcement date for both parishes.
13. Senior Warden informs CTO of announcement date (s) for parish & diocese.
14. Senior Warden: announces name and start date of Rector Elect to parish community ;
15. Vestry appoints a Transition team and hands off to Transition Team.
16. CTO announces call to diocese.

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