

An Example Search / Nominating Process - Selecting a Rector

1. Wardens and Vestry meet with Bishop and/or Canon to the Ordinary
 2. Select Nominating Committee, appoint Chair (Vestry)
 3. Decide on full or **shortened process (items with **)** with Bishop
- I. Prepare the Parish Profile (Nominating Committee)
 - a. Gather parish data
 - I. Parish written survey
 - II. Focus groups
 - III. Open parish meetings
 - IV. Parish statistics and budget information
 - b. Analyze data and determine priorities
 - c. **Fill out Parish/Institution Search request form (Use CDO form) ****
 - d. Prepare Profile booklet
 - e. Get approval of Profile by Vestry and Diocesan office
 - f. Publish Profile
 - g. Send Profile to parishioners and candidates for Rector (5 copies to Diocesan office)
 - II. Conduct the Search (Nominating Committee)
 - a. Solicit names from parish, **Diocesan office****, other search committees and CDO.
 - b. Evaluate and rank candidates and send names to Diocesan office for screening
 - c. Send Parish profile and questions (for written answers) to all applicants and nominees to determine interest in applying
 - d. Select 15 + names for telephone interviews and thorough screening.
 - e. Select 8+ candidates for visits in their parishes (**visit made by 2-3 Nominating Committee members****)
 - f. **Bring 5 or so finalists to parish for meetings with Nominating Committee****
 - g. **Select two or three finalists by consensus and submit names to Vestry****
 - III. Make the Call (**Vestry****)
 - a. **Bring three candidates (and spouses) in again to interview with Vestry****
 - b. **Select and call new Rector with approval of Bishop****