

Episcopal Church of Sts. Andrew and Matthew
Clergy Transition Process Overview Checklist
1/19/22

II. After rector has left

- √ Supply clergy found for weekly services
- √ Canon to the Ordinary meets with Vestry to discuss process
- √ Search consultant assigned, subject to Vestry approval
- √ Interim rector assigned, subject to Vestry approval, for 6 months
- √ Vestry chooses and commissions Search Committee
- √ Bishop does Growth and Vitality Workshop
- √ Consultant works with Search Committee on discernment work
 - Follow-up vitality workshop with parish
 - Where are we and whom do we seek?
 - Are there issues/concerns that need attention now?
- √ Financial analysis with outside help
- √ Search chairs work with admin to develop a “rector search page” for SsAM website
- √ Canon to the Ordinary Provides posting document forms
- √ Search Committee and Canon to the Ordinary develop posting documents
- √ Canon to the Ordinary posts position for 60 days, receives applications, does red flag check, sends applicants to search committee
- √ Search committee reviews, interviews, reference checks, selects finalists
- √ Finalists go to Standing Committee and Bishop-to-Bishop calls, Oxford Background Checks
- √ Upon acceptance by Standing Committee, finalists brought to SsAM for in person interview with Search Committee
- √ Search Committee recommends one candidate for rector or PiC to Vestry
- √ Vestry makes call to candidate if rector
- √ LOA negotiated. Signed by priest, wardens, Canon to the Ordinary, Canon for Finance, Bishop
- √ Communications to candidate’s parish FIRST, then SSAM.
- √ Mission Support Office does clergy on-boarding process
- √ Vestry commissions Transition Committee

III. After new rector is called

- √ Transition Committee helps new priest with transition
- √ Have at least one month between end of Interim term and new rector begins
- √ Celebrate and thank Interim
- √ Prepare for new rector’s first Sunday