CLERGY TRANSITION PROCESS TIMELINE & DETAILS FOR PARISHES

This is a Spiritual Process, not a hiring process. We seek God's will for the congregation. We are not hiring an employee, but calling a Priest, Pastor, and Spiritual leader. Timelines will vary.

1. Departing rector resigns. Vestry accepts resignation and informs the Bishop and Canon for Congregations & Transitions (CC&T) of the resignation.

2. The CC&T meets with the departing rector to discuss details and timing. An exit interview is scheduled, and the Exit Interview and the *Leaving Well* Policy is shared and discussed.

3. The CC&T meets with the wardens to discuss next steps, introduce the treasurer to the Diocesan Data Analyst to begin the data upload, and offer several assets for the wardens' first steps.

4. The CC&T will share with the vestry who will serve as their guiding shepherd — the Bishop of Record (BoR) — throughout the transition process.

5. The decision is made by the vestry, in consultation with the CC&T, whether to call a Rector or Priest-in-Charge. The canon will convey the vestry's decision to the BoR.

6. Parish says "thank you" and "goodbye" as rector leaves.

7. Website is updated to remove rector's information and a brief statement on the homepage that the parish is preparing its portfolio and will be excited to share more about a "new rector/PiC call" soon.

8. CC&T visits parish to present information about the transition process. This is typically one service where the entire parish can experience this important first step together. Usually the CC&T celebrates and preaches, offers a coffee hour forum, and meets with the vestry.

9. Vestry gathers data from congregational meeting(s) and any other sources and begins discerning: Who are we today, in this place and time? What God is up to in our neighborhood? How is our parish called to participate more fully and faithfully in this mission? What are our dreams for the future? What gifts will help us realize these dreams? Answers to these questions are then used to complete the Vocations Hub and Transition Ministry Conference profiles, and the transition landing page on their website. *Reminder: all recruiting materials are online.*

10. Discernment work is complete and an online or in-person meeting is scheduled with the vestry and CC&T to review materials and check-in.

11. CC&T opens search for two months to receive names. This may be extended or paused/re-launched, depending on circumstances. The posting is listed on the Vocations Hub site, TMC site, ECCT clergy employment page, and posted on the Episcopal News Service (ENS) site if the parish wishes. Note: the parish can opt to pay for a premium listing on ENS.

12. Candidates are vetted by CC&T and BoR with background checks to counterparts for those from outside ECCT. All candidates will have a conversation with the CC&T and schedule a meeting with the BoR before their name is passed along to the vestry.

13. CC&T provides vestries with resources to help prepare for interviewing. These resources include articles, Unconscious Bias training per Convention resolution, and mock interviews (if desired).

14. CC&T meets with vestry via Zoom or in person to share candidates. Following the sharing of the candidates, the vestry receives access to the Dropbox folder with the candidates' files (Vocations Hub profile, letter of interest, and resume). All candidates presented are, to the best of our initial background checks, priests in good standing.

15. Vestry reaches out to all candidates immediately to welcome the candidate. The initial screening and Zoom interviews proceed. Continue with more rounds, as needed, and develop the shortlist of candidates

16. "Short list" names are shared with CC&T, who checks in with vestry that the plan for parish visits is finalized (spouse invitation, meals, accommodations, town tours, liturgy [e.g., Eucharist, Evening Prayer with homily, etc.]). Note: the wardens coordinate with the BoR's office for candidates to meet the BoR while visiting. This is for those candidates who are not resident in Connecticut.).

17. Vestry votes (*See: Now We Decide*) and contacts the BoR via email, cc'ing the CC&T. Once approved, the wardens contact the candidate with news and, if accepted, informs the CC&T and BoR of the decision.

18. Working with the CC&T, the Letter of Agreement (LOA) is negotiated, approved, and sent, via Adobesign, to all signatories, with the BoR's signature last. *The announcement of the call is made* ***only*** *after the bishop has signed the LOA. Timing of the announcement to the parish must be coordinated with the candidate.*

19. The new rector/PiC arrives!

Transition Process Roles and Responsibilities

- The **Bishops** are the chief pastors of all parishes in ECCT.
- The **Bishops** supports the parish throughout the call process as the vestry selects the priest who is the best possible match for the parish.
- The **Bishops** partner with the parish in this call and in the months and years ahead as the new priest joins the vestry and parish in mutual ministry.
- The **Vestry** is elected by the parish and, canonically, has responsibility for the call of the new rector.
- Candidates' names and demographic data are kept confidential throughout the process; however, regular updates with the parish and request for prayers of the **Vestry** are a part of communicating with the parish throughout. Ongoing, regular check-ins between vestry and parish allows transparency around process details and helps parishioners remain informed and "in the loop."
- The **Canon for Congregations & Transitions** oversees the transition process, with the assistance of the **Program Assistant for Congregations & Transitions.**
- The **Canon for Congregations & Transitions** trains, guides, and supports on behalf of the **Bishops.**