

The standard approach to the search process is typical for congregations who have experienced stability in ordained leadership over a sustained period of time. It is a particularly appropriate choice for congregations who have experienced the departure of a long-term Rector. This approach maximizes the potential pool of candidates, but requires considerable time in candidate identification and processing. To begin this process, the Vestry requests a "standard search" in a letter to the Bishop and includes this in the charge to the Search Committee.

Initial Notifications

- The Senior Warden contacts the Bishop's Office and arranges a meeting with the Vestry and a Diocesan Deployment Officer.
- With the DDO's help, the Vestry prepares a charge for the Search Committee.
- Vestry selects an interim Rector (or makes other provisions for worship) and a Search Committee, with assistance from the Bishop's Office.

Identifying Our Calling

- Search Committee conducts a parish self-study, which may include a questionnaire, focus groups and/or Percept study.
- Search Committee interprets data gathered in self-study.

What Kind of Priest?

- Search Committee prepares draft of parish profile.
- Draft of profile is presented to Vestry and the Bishop's Office for comments.
- Final editing and printing of profile is completed.
- CDO profile is prepared for submission to Church Deployment Office.

Names and Candidates

- Search Committee receives names from the Bishop's Office, Church Deployment Office and other sources.
- Search Committee begins screening process.
- Search Committee prepares initial interview list, questions, and correspondence templates.
- Initial interviews are conducted.
- Committee selects those candidates to be visited.
- Committee notifies Bishop's Office of candidates to be visited for pre-screening.
- AFTER receipt of deployment check results from the Bishop's Office, the Committee schedules visits to candidates.
- Names of final candidates are submitted to Canon to the Ordinary for formal background checks. The background firm charges a fee to process each candidate.
- Search Committee narrows field to Final Candidate.

Electing the Rector

- Final Candidate meets with Bishop.
- Search Committee presents name of Final Candidate to the Vestry.
- Vestry interviews Final Candidate.
- Vestry elects (or does not elect) new Rector and notifies the Bishop. If no election is made over a considerable time, the Vestry may indicate its desire to change to a targeted search process by writing to the Bishop.
- Vestry issues letter of call.
- Candidate accepts call.
- Letter of agreement is prepared by Vestry, approved by the Bishop and signed by the Bishop, new Rector and Senior Warden.
- Announcement is made to the congregation.

Celebration

- Search Committee prepares evaluation of search process and submits to the Diocesan Deployment Officer.
- Search Committee plans a party to celebrate completion of search process.
- Senior Warden contacts Bishop's Office to schedule "Celebration of New Ministry."