

Charge and Scope of Work

Charge and Scope of Work for Rector Search Committee.

January 9, 2010

The Vestry charges the Search Committee with the responsibility of searching for and identifying, through prayerful discernment and a rigorous review process, a candidate to serve as the new rector of Church of the Holy Family. The Search Committee with the aid of the Diocesan Deployment Office will plan and carry out the search for a new rector by including these elements in the process:

Develop a Profile

Parish Portion: The Search Committee will develop a parish profile so that the candidates can learn about our parish and so that we will have a clear picture of who we are. The committee will develop and carry out the process for conducting a congregational study that provides the opportunity for the entire parish to participate in the exploration of the parish's needs, goals, and priorities. The committee will determine the ways for engaging the parish in meaningful dialogue, which may include surveys and focus groups. After the data is gathered and analyzed, a narrative profile will be written and submitted to the Vestry for approval. The profile will reflect the parish make up and demographics as well as our ministries, goals, priorities, strengths and weaknesses, and leadership needs.

Following the approval of the Vestry, the committee will publish the profile for the congregation and for prospective candidates. This is often done via online methods; "hard" copies will be available for candidates and the parish as well.

Clergy Leadership Portion: When the parish profile is completed, the committee will determine what leadership experiences, qualities, and skills are needed in a priest to help us achieve the goals set forth in the profile. This information will be used to complete the "Clergy

Leadership Profile” form for submission to the Church Deployment Office through the Diocesan Transition Ministry Office. The completed form will be shared with the Vestry before submitting to the Diocesan Officers.

Interview Candidates

The committee will develop a plan for screening and interviewing candidates. This may include questions that the candidates respond to in writing and questions for telephone interviews in order to narrow the field to those who will be interviewed in person. A set of interview questions will also be developed for the face to face interviews and a record of the responses kept.

Visit Prospective Clergy

After preliminary screening and narrowing of the candidate field to those who are seriously being considered, the committee will visit each of the priests in a church setting to hear him/her preach and/or celebrate the Eucharist. The expectation is that the final slate of candidates will be invited, along with their significant others, to visit Chapel Hill for tours of the church and surrounding areas and for final interviews.

Scope of the Search

The Search Committee will conduct a national search.

Keep the Candidates Informed

The committee will conduct all correspondence with candidates in a confidential manner. All candidates initially contacted will be kept abreast of their status in the search and the timetable of the process.

Keep the Vestry and Congregation Informed

The committee will make monthly reports which include budgetary information to the Vestry and at least monthly reports to the congregation on the progress of the search. These reports will be

submitted for publication in *Family Affairs* and, when necessary, the service bulletin. These reports and information will not include the names or any other specifics of any candidate under consideration.

A list of all Search Committee members and their contact information will be published in *Family Affairs* and available on the website.

Present Candidates to the Vestry

The Search Committee will present one candidate to the Vestry. The presentation will include an evaluation of the candidate's strengths and weaknesses and his/her compatibility with the parish profile.

The Work of the Search Committee

-The Search Committee will conduct its work over an anticipated time period of 12 – 18 months. Its first responsibility is to set deadlines for completion of the parish profile and to undertake that work.

-The Search Committee will work within a budget of \$20,000 for research and profile development, as well as visiting prospective rectors and their visit (with significant other) to Holy Family. Moving costs will be considered and budgeted for in addition to this \$20,000. Any significant changes to the budget will be presented to the Vestry for approval.

-The Search Committee will keep all communications about potential candidates and committee discussions in strict confidence out of respect for fellow committee members, candidates and the candidates' congregations.

-The Search Committee will appoint a person(s) of prayer to guide the spiritual life of the committee and hold them accountable for listening to the voice of God in discernment.

-The Search Committee will appoint ad hoc committees of parishioners as needed.

-The Search Committee will make decisions by a super majority vote defined as 2/3 of the committee or 9 out of 13.

Confidentiality

While the process for seeking a new rector for Church of the Holy Family will be transparent, and members of the parish will be invited—in fact, encouraged—to participate in the process of developing a parish profile and speaking to the leadership experiences and qualities needed in the next rector, the search itself must be held in the strictest confidence. The committee will not reveal names or demographic details; it will treat all communication with candidates in confidence; and members of the committee will not talk about the candidates with anyone outside of the committee including members of their own families.