

# Episcopal Diocese of Washington: Standard Process for Transition of Parish Clergy (updated August 2016)

		PHASE									
		Stage <i>(1mo)</i>	Create <i>(1mo)</i>	Align <i>(1mo)</i>	Self-Assess <i>(1mo)</i>		Discern			Call <i>(1mo)</i>	
					<i>(1mo)</i>	<i>(1mo)</i>	<i>(2mo)</i>	<i>(1mo)</i>	<i>(2mo)</i>	<i>(1mo)</i>	
ROLE	Search Committee			Confirm goals and expectations  Set schedule and budget  Define group process norms  Assign roles	Review demographic data and parish artifacts to characterize identity  Host parish-wide events or focus groups to answer OTM Portfolio questions	Submit website suggestions to vestry  Prepare OTM Portfolio  Send Portfolio to CH for approval	Define interview questions  Receive candidate packets	Review candidate packets  Discern phone interview list (15), update candidates  Conduct phone interviews  Discern parish visit list (8), update candidates  Send list to CH for background check	Visit candidate parishes  Check references  Discern hosting visit list (4-5), update candidates  Host candidates to meet full Search Committee and see parish  Schedule Bishop interviews	Discern finalists (3), update candidates  Prepare report on finalists  Present report to Vestry  Send list to CH	<i>(disbanded)</i>
	Vestry	Support parish through rector's departure  Work with Church House to arrange Finance Committee Review, if applicable	Identify Search Committee Chair, using EDOW qualifications list  Solicit Search Committee members  Create and charge Search Committee	Identify /hire resource to update website	Provide financial data for OTM Portfolio	Update website based on self-assessment  Ensure website update is on track					Interview candidates  Discern new rector  Notify Bishop and CH  Negotiate letter of agreement (with help from CH HR, if needed)  Host interim farewell party and Search Committee thank you party  Create Transition Team and Roadmap for Onboarding the New Rector
	Church House	Brief vestry on transition  Brief parish on transition (Sunday visit)  Post on OTM/TMN*  Provide interim candidates	Update OTM/TMN			Approve Portfolio  Update OTM/TMN	Update OTM/TMN	Perform TMN red flag checks  Perform Praesidium background checks		Interview and approve finalists	Provide letter of agreement templates and benefits advice  Update TMN/OTM  Meet with new rector and vestry to facilitate onboarding, if necessary

\*ECUSA Office of Transition Ministries national database and Transition Ministers' Network listserv/news/conferences