



The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

www.ecww.org

Transformational Change: Clergy Transitions in the Diocese of Olympia

A RESOURCE FOR CONGREGATIONS

2/9/21
VERSION 1.0

From the Office of the Bishop

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TABLE OF CONTENTS

Forward.....	3
Spirituality in Transitions.....	4
Congregational Development in Transitions.....	5
Congregational Ministry in Transition.....	7
Role of Clergy.....	7
Role of Wardens.....	8
Role of Treasurer.....	9
Role of Vestry or Bishop’s Committee.....	9
Role of Whole Congregation.....	10
Role of Staff Members.....	11
Leave-taking.....	12
Mechanics of separation.....	12
Spirituality of Separation: Saying Goodbye Well.....	14
Timeline Overview.....	16
PIC versus Interim Timelines.....	19
Factors Influencing Discernment of Call Process Type.....	20
The Office of the Bishop’s Support in the Transition Process.....	22
Transition Consultants.....	22
Staff: Canon to the Ordinary.....	22
Staff: Canon for Congregational Development and Leadership Formation.....	23
Staff: Canon for Diocesan Networking and Connections.....	23
Staff: Bishop Diocesan.....	24
Staff: Executive Assistant to the Office of the Bishop.....	24
Staff: Communications.....	25
Profile Committee.....	26
Work of the Profile Committee.....	26
Calling a Profile Committee.....	26
Profile Committee Task Clusters.....	27

Search Committee29

 Work of the Search Committee29

 Boundaries and Confidentiality.....29

 Calling a Search Committee..... 30

 Search Committee Task Clusters 31

 Search Committee Q&A 33

Extending a Call..... 34

 Vestry and Bishop’s Committee Deliberations 34

 Letter of Agreement..... 35

 Negotiating and Executing the Letter of Agreement 36

 Announcing a Call..... 36

Transition Committee37

Appendix 1: Office of Transition Ministry Worksheet 38

Appendix 2: Clergy Salary Scale..... 43

Forward

There may be no more crucial time in the life of a congregation than the transition from one ordained leader to the next.

Those charged locally with overseeing this process have an extremely important task to say the least. It is so important that leadership select people for this task that do not have an “ax to grind” or an agenda to see to, but instead are deeply spiritual people who have an open mind and heart and are willing to listen, both to the ways God is speaking to them, but also listening to others as they tell of how God is speaking as well. The entirety of the process is important.

From the second a priest announces they are leaving until the moment you welcome the new priest in person, every step is vital to the next one, to the future, to the success of the process. Saying goodbye, and doing it well, is important not only for the leaving priest, but I would dare say just as equally important for the one yet unknown who will arrive sometime later.

All of these moments, all of these acts, are culture changing acts, for good or ill. So, in this process we strive for them to be healthy acts, good changes, enhancing the common good in our community. This is not a job, it is a “call,” and I think that distinction is so important. We are not doing job interviews; we are assessing calls.

I finally simply want to thank those of you who are answering your call to be part of this process. It is so important to our common life, it is a sacred act, and I cannot thank you enough for agreeing to do it. I also offer myself, my staff, and any resource we might offer to help you perform this task with as much excellence, attention, and devotion that is possible.

*The Rt. Rev. Gregory Rickel,
Bishop, Diocese of Olympia*

Spirituality in Transitions

Challenging situations are often the fertile ground for spiritual growth. As people face the challenge of seeking a new priest leader to help develop their congregation's spirituality and ministry, spiritual challenges and new solutions may arise.

Spiritual Dilemma	Spiritual Question
Exceptionalism "We can do this without help."	Humility How can we learn to give and receive care from others?
False Urgency "We shouldn't have to wait. Why is this taking so long?"	Patience What spiritual practices help us model the expectation that Jesus will be present? How can we cultivate Easter hope?
The Employment Search "We need to find someone who does the things our former priest did as quickly as possible."	Discernment Who does God need us to be with and minister alongside?
(Individual) Pride "I know who our priest should be, or what qualities they would have."	Fellowship and Listening What do I need to know to find a priest who can pastor and teach all of us?
Mission Pause "Let's wait on anything important until the new priest comes."	Priesthood of All Believers How has Jesus already authorized you as leaders to reconcile, heal, and proclaim the Gospel?
False Currencies "Do we even need a priest? We can do all that stuff cheaper."	Orders of Ministry How are baptized people, deacons, priests and bishops more than the things they do for us? What different spiritual gifts do they add to the community?
All of these and other things that trigger our anxiety, fear, sadness, and anger.	Prayer How am I asking Jesus to be a part of this moment? How am I inviting the Holy Spirit to be a part of my decision? How am I recognizing God in the people or things that I am seeing?

Congregational Development in Transitions

Transition isn't a fallow time for ministry, but our developmental focus changes during transition. Transitions give congregations unique opportunities to focus on developmental opportunities.

	Developmental Opportunity
Leadership Formation	Deepen and support the ministry of lay leaders: <ul style="list-style-type: none"> • Lay leadership of vestry and BC meetings (Facilitation Skills) • Explore and reflect on decision-making processes • Develop new leaders as you work together to maintain and grow ministry without settled clergy.
Evangelism	Evangelism requires a clear understanding of the Good News. During transition, get good at telling the story of what Jesus has been up to in your congregation and neighborhood: <ul style="list-style-type: none"> • Explore your neighborhood and who isn't at church • Become clear about what your church does best and practice telling people about it (Profile, Priest Search)
Stewardship	Review Finances and understand the impact of choices made over time. Talk openly about money and other shared resources.
Outreach	As you explore who you are, talk with neighbors and ministry partners about the impact your congregation has on the community. Share that with the congregation, wider diocese, and prospective priests.
Formation	Congregational formation can be focused on spiritual questions raised by transition: <ul style="list-style-type: none"> • Grief/Loss • How our neighborhood is changing • Episcopal Church 101 • Financial Stewardship

<p>Worship</p>	<ul style="list-style-type: none"> • Pastoral Preaching on the Spirituality of Transition (by supply, interim, or lay leaders) • Write prayers that the congregation says together on Sunday or at meetings: Collect for Transition, Prayers of the People • Incorporate Transition announcements into the liturgy prayerfully.
<p>Fellowship</p>	<ul style="list-style-type: none"> • When the congregation is reflecting on where we've been together, have fun. Gather people the way your congregation gathers people: Potlucks, Coffee Hour, Group Dinners, Virtual gatherings. • Throw parties: When the priest leaves, when you achieve milestones in the process, when the new priest comes. • Plan fellowship activities to get interim and new clergy connected more quickly.

Congregational Ministry in Transition

The congregation and its leadership are the main drivers in a search. The role of the Office of the Bishop is to support and consent or withhold consent if the bishop feels there is a genuine peril to the congregation should the congregation move forward.

This means the speed and quality of the search is mostly dependent on each member of the congregation, especially formal leaders, doing their part.

Role of Clergy

The role and stance of clergy is different depending on where a congregation is in a transition.

Departing Clergy

As a congregation's priest leaves, their job is to say goodbye in ways that help the congregation

- Celebrate mutual ministry
- Develop healthy relationships with priests
- Prepare administratively for the transition

It's normal for departing priests to become more reluctant to engage in long-term planning. Congregational leaders should begin taking a bigger role in that long-term planning and vision work.

Interim Clergy

Interim Clergy are priests who carry out sacramental and pastoral duties of a congregation but *may not be called as the settled or permanent priest*. Some interim clergy have special training in the work of grief and loss or trauma. In the Diocese of Olympia, we do not currently require special training or certification to serve in an interim role.

In the Diocese of Olympia, we typically do not call "developmental interims." Instead of an interim who uses tools from congregational and organization development, we tend to recruit priests who function as chaplains or companions to the congregation while Transition Consultants work directly with folks on the process. Because the Transition Consultant is directly resourcing the committees, the Interim Priest does not participate in those committees or conversations at the BC or vestry level about candidates. If an interim priest is unsure about how to draw a particular boundary in a congregation, they may call the Canon to the Ordinary for advice.

Priest-in-Charge (PiC)

Priests-in-Charge have the canonical authority of a Rector in a Parish or Vicar in a Mission. Unlike an interim, a priest-in-charge may be called as the Vicar or Rector. PiCs in the Diocese of Olympia typically agree to a two-year period of Mutual Ministry including:

- First 6 months: Priest and people orient to mutual ministry together
- Month 5/6: Work with Transition Consultant on Congregation-Wide Mutual Ministry Agreement Goal setting
- Month 6-18: Congregation works with PiC to carry out Mutual Ministry Goals
- Month 18-24: Congregation and PiC work with Transition Consultant to develop discernment process for calling a Vicar/Rector or seeking a new Vicar/Rector

Newly Called Priest

When you have called a priest and signed the Letter of Agreement, you will work with the diocese to announce the happy news. The new priest may need time to prepare or move. When ministry begins, the congregation can and should plan fellowship and trust-building events.

The congregation and its members will be let down by the new priest if they expect:

- The priest to grow the church and add new families. -> *The priest helps the people grow the church.*
- The priest to double pledging units. -> The priest helps people develop faithful stewardship practices.
- The priest to know who is in the hospital. -> The priest works with other ministers to identify people in need of care and provide pastoral support.

The priest will spend a lot of their time:

- Getting to know people in the congregation
- Learning what prayers, songs and patterns of worship feel “normal” to the congregation
- Learning what people and groups do what ministries.

Role of Wardens

“At all Parish meetings, the Rector (or if there is none, a Warden) shall preside, unless the Rector delegates this responsibility to a Warden. The Clerk of the Vestry shall act as Clerk of the Meeting.” - *Diocese of Olympia Constitution and Canons; Canon 9, Section 1.c. See also Missions Canon 11, Section 3.d.*

During a period without a Rector/Vicar/Priest-in-Charge, the Canons give the wardens authority that is typically exercised by the priest. These include convening and chairing vestry or BC meetings, managing hiring and staffing concerns, communicating about the Transition and other important celebrations in the life of the congregation.

When a warden must be reelected without a permanent priest present, the vestry or Bishop's Committee selects its warden(s).

When a call is extended, the warden contacts the Canon to the Ordinary and typically negotiates with the priest on behalf of the vestry with the assistance of the Office to the Bishop.

Wardens are given this authority because they have important duties to carry out including helping the church call a new leader! Wardens aren't in this alone. Other members of the vestry and BC, as well as the staff of the Office of the Bishop, are here to help.

Role of Treasurer

During the Transition, church Treasurers carry out their normal duties executing payments as directed by the vestry or Bishop's Committee. Treasurers play a critical role in assisting the vestry or Bishop's Committee in developing a budget for the search. (See "Timeline Outline" for budget development detail)

Treasurers help the Profile Team by gathering information about the financial health of the congregation. A treasurer is also one of the folks who signs some employment agreements with priests, in part to affirm that the congregation is willing and able to pay the negotiated compensation or severance on behalf of the vestry or Bishop's Committee.

Role of Vestry or Bishop's Committee

Vestries are the elected leaders of a parish. In transition time, the vestry stewards the resources of the congregation and ensures that the church continues to carry out its mission.

Bishop's Committees (BC's) are the elected leaders of a mission. A bishop has the authority to appoint or remove members of a Bishop's Committee, though that is not done without good reason and great care. In transition time, the BC stewards the resources of the congregation and ensures that the church continues to carry out its mission.

In the Diocese of Olympia, vestries and Bishop's Committees "charge" Profile and Search Committees. This means that the elected leaders find and appoint members to these teams and receive regular reports (at monthly meetings minimally) about the work of the committees, even if they have not met. When charging a committee, the vestry or BC should indicate how the committee will know it's work is finished.

After the work of the Profile and Search Committee is finished, the Search Committee will recommend a single name with supporting materials supplied by the candidate for an up or down vote. The vestry or BC do not review other candidates' materials or receive rankings. If the vestry or BC do not select the candidate, the warden(s) should contact the Canon to the Ordinary for more information on how to proceed. If the vote results in a call, the warden(s) contact the Canon to the Ordinary for a template of a Letter of Agreement and instructions on how to proceed.

The vestry and Bishop's Committee also have an important role as spiritual leaders. While we may not think of our role as vestry or BC members as spiritual leadership, the congregation selected you because they trusted you to make faithful decisions on behalf of the community.

During transition, friends and siblings in Christ may experience anxiety, fear, sadness, loss, grief, anger. Your critical role is to direct this energy in the healthiest possible direction. It's normal to be worried about how long the call is taking. If you try to resolve that energy by making hasty decisions, that isn't healthy and may lead to an ineffective call. Instead, spiritual leaders in times of transition direct that energy to places where it can be transformed into health!

If someone is in grief about the loss of their relationship with their priest, consider asking them to share their gratitude for the ministry they received in a letter.

If someone approaches you as a vestry member about being on the Search Committee and the priest hasn't left yet, consider asking them to help plan the going away party, or help out the community in a way that makes sense for them and hang onto their name for the months it will take to get to the Search phase.

Role of Whole Congregation

The most important thing a congregation can do in a time of transition is to love Jesus. Our baptismal ministry and call to love and reconcile the world is fully binding whether a priest is serving our congregation or not. Focusing on the core ministry of the congregation is helpful. Keep being the people of God in your neighborhood throughout the search for a new priest leader.

Successful calls follow honest and earnest conversation about who we were, who we are now, and who God is calling us to be. Each member from 0-120 years old answers those questions in different ways. Each answer is important and reflects the ministry Jesus is calling forth from this gathered Body of Christ.

Participation in surveys, conversations, fellowship, and worship all help the process reflect accurate answers to those mission-critical questions:

- Who were we?
- Who are we now?
- Who is God calling us to be?

Role of Staff Members

Transition can be a particularly challenging time for staff. In years gone by, it was the custom that church staff tender their resignations to the new priest who had the privilege of accepting or rejecting the resignation. That is less common today, though some congregations and clergy still observe the practice.

Because staff members both are committed to the mission of the church and financially dependent on the congregation, their role is especially tough to navigate during transition time. Consider how the vestry and BC are caring for staff during transition.

- Do we need to adjust work duties, hours or compensation to account for changing work during the transition? How will we know how or when to change back?
- What is causing anxiety?
- If the priest was the main conduit of information between staff and the vestry/BC, how will you learn what is happening in the lives and work of the staff?

Staff members are excluded from roles on the vestry, BC, Profile Committee and Search Committee. This can be difficult, especially if staff are members of the congregation. The integrity of the church's collective leadership is threatened by conflicts of interest or the appearance of a conflict of interest that may occur when staff participate in the selection of the person charged with overseeing them and holding them accountable for their work.

Leave-taking

Mechanics of separation

Discernment of a new call

This often happens quietly. Priests, like all ministers listen to the gathered Body of Christ and God's will for their lives and realize it's time for them to take on some new mantle of ministry. Sometime this means a retirement. Other times, a priest may have exercised their gifts as fully as they can but have come to realize they are not the leader to bring this people into God's promised land of health and spiritual renewal. Sometimes, some other member of the wider church calls a priest to a new adventure.

When a priest is beginning to discern a new path for their priestly ministry, they should check in with the Canon to the Ordinary for ideas about how to proceed with this vocational discernment. This conversation might include:

- Spiritual Questions: What is God asking of you? What are you running away from? What are you running towards?
- Revisit Vocational Questions: Is God calling you to use your gifts in new ways or new places?
- Practical Questions: How much money will you need to make? Where are you able to live/move?

As clearer answers form to these questions, it's a good idea for a priest to make an appointment with the bishop to talk about the changing emotional and spiritual context of their ministry. This meeting isn't generally about specific calls, but more about the bishop gaining pastoral context so the Office of the Bishop can be as helpful as possible in ongoing discernment.

Announcing a departure

When a priest is sure it's time to leave their role as Priest-in-Charge (Rector/Vicar) the announcement happens in the following order:

- Priest informs the bishop. This may be via email or formal letter. Typically, these are transmitted electronically. The bishop may offer advice. The bishop may connect the priest to specific staff for follow up and support.
- Priest informs wardens. This is typically done "face-to-face." The wardens will need to know before others because they have special duties in times of transition.
- Priest and wardens draft announcement to vestry/BC and whole congregation. This announcement typically happens at times when groups meet. The vestry/BC learns at its

next meeting, the congregation learns at a Sunday worship service after the vestry/BC meeting where leaders were informed.

- Plan email or mail distribution of the announcement. Not everyone will be in church. Make sure leadership has a plan for emailing, mailing, or calling folks who really want to know this important news but weren't at church or the meeting.

Letter of Separation

Saying goodbye, grieving, and living like we will die are all a part of Christian spirituality. A Letter of Separation spells out what the new relationship between the priest and soon-to-be-former congregation will look like. For the past several years, the Office of the Bishop has included sample text for the Letter of Separation in all rector and vicar agreements to ensure folks know what to expect when the relationship ends.

Separation Letters include

- Final Date of Employment, Final Sunday
- Compensation: Any final compensation details including insurance, pension, use or departure from church owned housing etc.
- Property: Date for return of keys, documents, discretionary funds, and any other property owned by the church
- Boundaries: Behavioral boundaries expected of departing priest, specify who may invite the priest to return and under what conditions, specify any special celebrations or ministry activities that will happen after the end date. [Events not specified in the agreement are generally not permitted by the bishop.]

The wardens and priest negotiate the Letter of Separation. If cash payments, benefits, or housing require negotiation, the congregation's treasurer and the Diocese of Olympia's Canon to the Ordinary may be helpful resources.

When the agreement has been negotiated, send the word document to the Canon to the Ordinary. The Canon for Governance and Diocesan Networking will review negotiated elements and any changes made to the template to ensure compliance with employment law, canons, and diocesan policy. The Office of the Bishop will also review the document. The bishop reviews the document with special care for pastoral implications.

When the bishop and vestry or BC have approved the document, the Canon to the Ordinary will gather the signatures electronically and send executed copies to the signatories.

Spirituality of Separation: Saying Goodbye Well

Make sense of what happened.

When the incumbent priest is still with the congregation, it's good to talk about the time spent together and ministry accomplished. Some of that will be very happy! Some of that will hurt. Name and document how the priest and congregation faced real challenges, thrived, celebrated together. You will remember challenges you faced and perhaps even dissatisfaction with some of the outcomes.

- *Create spaces where people speak openly about their experience of the priest with the priest in the room. Consider appreciative questions like: What ministries that we did together are you most proud of? What challenges did we face together? How did we face them? The priest's role is to listen and accept the gift of feedback from the congregation. The congregation's role is to begin to get braver in telling its story of the work without the clergy person's narrative.*
- *Use preaching and other communications tools to communicate "the story of the last # years together." Include stakeholder voices other than the cleric who will remain in the congregation after the transition. This helps provide stability.*

Say Goodbye

Saying goodbye is a process and a skill. People do it differently.

- Some people foul the nest. They can't be ok leaving the relationship unless there is a precipitating crisis.
- Some people say, "we will see each other around." They may be denying the reality of their own grief. They probably won't be seeing each other as much.
- Some people just detach. Today people call this "ghosting". These folks can't deal with the emotional reality so they just don't show up if there will be goodbyes.

Clergy transition gives us a chance to do something different. We are invited to be vulnerable and honest. It will be joyful and sad. It will be real.

- *Focus on thanksgiving. Leaders should be saying, "I am so grateful that..." more than usual.*
- *Throw a party. Make a symbolic, liturgical act out of the departure. Spend energy on making it authentic to how your community celebrates. Engage a large swath of people from the congregation. Give a present. If the Celebration of Mutual Ministry was the Baptism, this is the Wake and Funeral. These are Resurrection liturgies.*

Reset the Boundaries

The Letter of Agreement is a bit like a prenuptial agreement. It lays out the expectations for how we will live together. It also acknowledges that this relationship isn't for life and that there will be a separation of the cleric from the congregation at some point. The Letter of Separation, and discussion about it is critical to healthy transitioning. Leadership should prioritize helping most of

the people know how to behave with each other, the departing priest, and the incoming priest during the transition.

- *Complete the Letter of Separation: The warden and treasurer sign it, but the vestry should review it with the cleric at the final meeting. You should ask questions if you're not sure and acknowledge grief.*
- *Communicate critical items from the letter to the congregation. You don't need to publish the letter, but folks need to be able to say out loud or in media, "Once the rector leaves, she will need to leave the room if you trash talk the new priest."*

Timeline Overview

Vestry/Bishop’s Committee Actions		Congregational Point Person – Makes sure it gets done and/or delegates	Office of the Bishop Support
Appoint Profile Committee and Search Committee		Warden	Canon to the Ordinary
Complete Community Ministry Portfolio		Warden	Canon to the Ordinary
Develop a budget for the search process including:		Treasurer	Canon to the Ordinary or Congregational Development
	Travel expenses for on-site visits for Search Committee	Treasurer	Canon to the Ordinary
	Travel expenses for local visits of candidates	Treasurer	Canon to the Ordinary
	Moving expenses for new Rector/Vicar	Treasurer	Canon to the Ordinary
	Oxford background check for final candidate	Treasurer	Canon to the Ordinary
	Cost of data gathering tools (Church Assessment Tool/CAT, or Conversations	Treasurer	Canon to the Ordinary
	Cost of Consultant over first \$500 contracted work	Treasurer	Canon to the Ordinary or Congregational Development
When the vestry extends a call and after the bishop and priest sign the Letter of Agreement, the warden and vestry coordinate the announcement of the new priest.		Warden	Canon to the Ordinary

Profile Committee Actions		Congregational Point Person – Makes sure it gets done and/or delegates	Office of the Bishop Support
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Develop process for self-study	Profile Committee Chair	Consultant and Canon for Congregational Development (CD)
Collect and compile information about the congregation	Profile Committee Chair	Consultant and Canon for CD
Write Profile Document	Profile Committee Chair	Consultant and Canon for CD
Submit Profile to Office of the Bishop and vestry for acceptance	Profile Committee Chair	Consultant and Canon for CD
Present Profile to the congregation	Profile Committee Chair and Wardens	Consultant and Canon for CD
Post Profile on congregation's website	Profile Committee Chair and Website Administrator	Canon to the Ordinary

Search Committee Actions	Congregational Point Person - Makes sure it gets done and/or delegates	Office of the Bishop Support
Receive names of potential candidates from the Office of the Bishop. Referrals from any source should be made to the Canon to the Ordinary for vetting.	Search Committee Chair	Consultant and Canon to the Ordinary
Read and discuss candidate profiles	Search Committee Chair	Consultant and Canon for CD
Select candidates for virtual/video interviews	Search Committee Chair	Consultant and Canon for CD
Following virtual interviews, select candidates for on-site visits.	Search Committee Chair	Consultant and Canon for CD
Following virtual interviews, select candidates for on-site visits	Search Committee Chair	Consultant and Canon for CD
Following on-site visits, select candidates for local visits and Search Committee interviews	Search Committee Chair	Consultant and Canon for CD
Check all references of final candidates	Search Committee Chair	Consultant and Canon for CD
Discern final candidate	Search Committee Chair	Consultant and Canon for CD

Final candidate presented to Vestry/Bishop’s Committee. Vestry/BC elects new Rector/Vicar and issues the call	Search Committee Chair	Consultant and Canon for CD
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Transition Committee Actions	Congregational Point Person – Makes sure it gets done and/or delegates	Office of the Bishop Support
Greet the new priest – reach out to the new priest after the announcement.	Transition Committee Chair	Canon for Congregational Development
If needed, help orient priest to moving and the area	Transition Committee Chair	Canon for Congregational Development
Meet with priest at least monthly for first 12 months of call to talk about how things are going. Feed this information back to wardens and Vestry/BC at least quarterly.	Transition Committee Chair	Canon for Congregational Development
Create opportunities to get to know the priest and for the priest to get to know the congregation. Examples might include: fellowship dinners, small group conversations, helping priest prioritize one on one meetings with stakeholders, congregational flash cards (if you have a photo directory)	Transition Committee Chair	Canon for Congregational Development
If Transition is part of the first year’s mutual ministry goals, consider including transition committee members in the Mutual Ministry Review at the end of the year.	Transition Committee Chair	Canon for Congregational Development

PiC versus Interim Timelines

	Typical placement time	Developmental goal	First 6 months	Next 6-12 months	Final Months (18-24 months in)
Priest in Charge	1-3 months More vetting from Office of the Bishop, we will look for possible best fits and give you limited names If PiC call doesn't work at any phase we would go to interim process of call.	Determine if this is a good fit Begin Mutual Ministry planning	Worship Pastoral Care Canonical Oversight *Initiate Mutual Ministry process*	Worship Pastoral Care Canonical Oversight *Work together on Mutual Ministry Goals*	Worship Pastoral Care Canonical Oversight *Formal process for discerning fit and whether or not to call PiC as rector.*
Interim	1-2 months Especially during COVID: Local Interim candidates ready to start.	Provide spiritual care: during waiting and active search	Worship Pastoral Care Canonical Oversight	Worship Pastoral Care Canonical Oversight *Help congregation manage anxiety during waiting and active searching*	Worship Pastoral Care Canonical Oversight *Help congregation manage anxiety during vetting period and stay out of onboarding of new rector*

Notice that most of the work is the same regardless of the path you choose.

Either way you are asking a priest to oversee Worship, Pastoral Care, and Administrative Business.

Factors Influencing Discernment of Call Process Type

Many factors are considered when deciding what shape the Call Process will take. When a priest leaves, it is customary for an interim priest to be called to companion with the congregation during the call process. Particularly as we face COVID building closures and other destabilizing forces, the Office of the Bishop has entertained other models than traditional interim ministry. These include: “Transition in Place” and “Priest in Charge.”

Interim

Interim Processes typically take 9-24 months. An Interim process is recommended for large and complex systems that have the capacity to self-examine and the resources to mount a churchwide search. Interim processes are also often recommended if there has been significant trauma or change. In the case of a traumatic event in the congregation, interim priests help provide calming steady presence that can facilitate reconciliation and model health. Examples of congregational trauma include clergy misconduct, financial misconduct, priest retiring or dying in place due to illness.

If the congregation has experienced significant change, interim ministry can be a time for asking foundational questions: What is our mission as a congregation? Who have we become? What good things do we want to carry with us into our new beginning?

Priest-in-Charge

A priest in charge process typically takes 24 months. This process is reserved for situations when the congregation and priest candidates both want the stability of a 2-year contract and are willing to seriously consider entering into a rector/vicar role. In a Priest-in-Charge process, the congregation studies itself in the context of developing a Mutual Ministry Agreement with the priest-in-charge, rather than developing a Parish Profile to secure a rector or vicar. The congregation, vestry/BC, and priest discern together whether or not a call of rector or vicar should be extended.

Factors

- **Congregation Size:** The size of the congregation correlates to the complexity of the organizational system. Big congregations often require data driven self-study, financial review and audit, and the inclusion of subgroups (committees and affinity groups) in reflection.
- **Congregation Location:** The physical location of the congregation may impact the number and quality of interested candidates.

- **Compensation Offered:** Congregations that have seen downward trends in attendance and budget may have difficulty staffing a new position at the level of the previous priest.
- **Capacity of Congregational Leadership:** Congregational leaders with a high capacity may be able to shoulder a greater role in visionary leadership immediately. If vestry and BC leaders are not in touch with the “pulse” of membership or not effective at working together, a period of interim ministry may be an opportunity to develop greater capacity to welcome a new priest.
- **Ministry initiatives in Progress:** Capital Campaigns, Building Projects, Other Long-Term Developmental Efforts. Some special situations may also influence the advice and support offered by the Office of the Bishop. When a significant project is in process, the Office of the Bishop will work with congregational leaders to try to ensure the process of transition is the least disruptive it can be.

The Office of the Bishop's Support in the Transition Process

Transition Consultants

- Ministry Role: Provide support and facilitation of group work in congregations
- Transition Role: Assist in Profile Development (Self-Study) and support of Search Committee work
- Makes reports to the Office of the Bishop
- Deployed by Canon for Congregational Development and Leadership Formation
- Compensation and Billing
 - 1st 500 covered, billing process for additional costs

Staff: Canon to the Ordinary

The Rev. Canon Arienne Davison

Canon to the Ordinary

206-325-4200 x 2040

adavison@ecww.org

Diocesan Role: Acts on behalf of the bishop in specific ministry areas. Current portfolio includes: Chief of Staff, Clergy Deployment, Budget Management, Anti-Racism Efforts

Transition Roles:

- Orients congregations to the transition process
- Works with priests and wardens to finalize Letters of Separation (with departing priest) and Letters of Agreement (with incoming priests)
- Coordinates announcement of new calls with communications staff and congregational ministers
- Seeks clergy to serve in congregations through informal and formal networks
- Contacts other transition ministers to vet potential candidates (also called, "red flag check")
- Works with priest candidates to gather materials to present to Search Committee
- Maintain Office of Transition Ministry pages for each congregation
- Facilitate review and approval of Parish Profiles and Office of Transition Ministry Profiles

Staff: Canon for Congregational Development and Leadership Formation

The Rev. Canon Alissa Newton
Diocesan Networking and Connections
206-325-4200 x 2030
anewton@ecww.org

Diocesan Role: Strategy and programs that relate to congregational development in the Diocese of Olympia and the formation of leaders, clergy and lay, in the Diocese of Olympia. Current portfolio includes: College for Congregational Development, Congregational Consulting Network, clergy support and training, leadership training, Curacy Program supervision.

Transition Roles

- Manage Congregational Consulting Network, including Transition Consultant deployment
- Staff support for Transition Consultants
- Staff support for Profile and Search Committees as identified by Transition Consultant or bishop
- Seeks clergy to serve in congregation through informal and formal networks

Staff: Canon for Diocesan Networking and Connections

Canon Dede Moore
Diocesan Networking and Connections
206-325-4200 x 2022
dmoore@ecww.org

Diocesan Role: Provides leadership for diocesan governing bodies, the annual convention, and personnel/human resources for the diocese. Current portfolio includes: Diocesan Council, Board of Directors, Constitution & Canons, Personnel Commission, HR consulting and education.

Transition Roles

- Generate templates annually for Letters of Separation and Agreement in accordance with employment law and best practices for human resources in church employment.
- Review agreements submitted by congregations and priests for human resources and legal implications of negotiated items.
- Provide guidance based on employment rules and policies as needed by the Canon to the Ordinary or bishop.

Staff: Bishop Diocesan

The Rt. Rev. Greg Rickel

Bishop Diocesan

206-325-4200 x 2010

grickel@ecww.org

Diocesan Role: The Diocesan Bishop guards the faith, unity, and discipline of the Church; celebrating and supporting the local celebration of sacraments, overseeing the ordination process, and serves as chief pastor and steward of the Diocese of Olympia.

Transition Roles

- Oversee the process used in the Diocese of Olympia for calling clergy: sharing wisdom as to what works and what doesn't, ensuring we are following all canonical requirements.
- Candidate Review: If the candidate is not currently canonically resident in the Diocese of Olympia, the bishop contacts the bishop of the diocese where the candidate is currently resident to learn if there are any disciplinary actions outstanding or pastoral directives in place. (Also known as a "Bishop to Bishop" call)
- Receives updates on processes from Canon to the Ordinary and Canon for Congregational Development.
- Speak and share with candidates: Approves all candidates who go to vestries/BCs for interim calls or search committees for settled calls.
- Executes all Letters of Agreement and Separation as the Bishop Diocesan of Olympia.
- Work either directly, or by delegating consultative services to the local search and transition teams

Staff: Executive Assistant to the Office of the Bishop

April Caballero

Executive Assistant to the Bishop, Secretary for Vocations

206-325-4200 x 2010

acaballero@ecww.org

Diocesan Role: Administratively support the work of the bishop and Canon to the Ordinary, including management of clergy records, support for governing bodies of the diocese and recordkeeping for the ordination process of priests and deacons.

Transition Roles

- Retains records of Letters of Agreement and Separation in clergy files
- Communicates requirements for priests seeking licensure in the Diocese of Olympia and serves as office contact during that process.
- Manages Background Check process for candidates and those seeking licensure.

Staff: Communications

Josh Hornbeck

Canon Missioner for Communications

206-325-4200 x 2039

jhornbeck@ecww.org

Diocesan Role: Provides support and resources to congregations in order to assist them in telling their stories and remain connected with their communities, the diocese, and the wider Episcopal Church.

Transition Role

- Assist Canon to the Ordinary and congregational leadership in communicating transitions.

Kerry Allman

Internet Strategist

206-325-4200 x 2021

kallman@ecww.org

Diocesan Role: The Internet Strategist supports diocesan staff, websites, databases, digital technology and internet security to help congregations share their work with the world.

Transition Role

- Assist Canon to the Ordinary in maintaining the Transition page of the Diocese of Olympia website.

Profile Committee

Work of the Profile Committee

Profile Committees gather the story of God’s work in the congregation so that it can be shared with prospective clergy leaders. When a transition becomes imminent, usually after the departing priest leaves and an interim or supply priest has been secured; the vestry or Bishop’s Committee will recruit and charge a Profile Committee to gather information about the ministry, gifts and offerings present in the congregation.

This period of “self-study” is meant to clarify the ministry that the congregation wants to share with a new priest leader. When the self-study is complete, the Profile Committee drafts a document to communicate the story of the congregation. This story may include text, images, video, and electronic media. The Profile Committee also completes the Office of Transition Ministry Profile for posting on the churchwide Office of Transition Ministry Database. [A worksheet copy of this Profile for you to complete can be found in Appendix 1: Office of Transition Ministry Worksheet]

The Profile Committee must receive approval from the bishop before sharing it outside the Committee. When the Profile is approved by the Office of the Bishop, it is presented to the congregation for comment and suggested edits. When the Profile is finished it’s posted to the congregation’s website and included in it’s Office of Transition Ministry Profile as a supplementary document.

Calling a Profile Committee

A Profile Committee has an important spiritual role in the life of a congregation in transition. Profile Committees listen to and articulate the hopes, fears, and dreams of the congregation. Folks especially suited for this ministry may exhibit the following spiritual gifts:

- **Serving:** Profile Committee members serve the congregation by listening, reporting, and writing.
- **Exhortation:** Profile Committee members exhort siblings in Christ to participate in the work of the church (finding a new priest leaders). Profile Committees also draw out and share the stories of ministry that help the congregation maintain energy for ministry.
- **Leadership:** Profile Committee members lead by modelling openness and listening.
- **Discernment:** Profile Committee members discern the movement of the Holy Spirit in the congregation by making sense of each individual member’s experience of the whole.

- **Administration:** Profile Committee Members organize meetings where stories are shared. They also write reports about their work to share with the vestry/BC and congregation. Ultimately, members of the Profile Committee write the Profile.
- **Evangelism:** The Profile Committee are the ultimate evangelists of the congregation. They tell the story of how God has been at work in the congregation in the hopes of attracting the right priest leader.

Profile Committee work is enhanced by skills for ministry:

- **Meeting Facilitation:** This is a committee! Skilled facilitators who can help other's voices be heard is important to the effective working of the group.
- **Writing:** There are significant writing responsibilities for the Profile Committee, including drafting the Parish Profile, drafting essays for the Office of Transition Ministry Community Ministry Portfolio, and reports to the congregation.
- **Role Clarity:** The Profile committee doesn't have the powers of the Vestry or Bishop's Committee.
- **Public Speaking:** At least some members of the committee should feel comfortable reporting on the work of the Committee to the vestry and BC, as well as the congregation.
- **(Depending on congregation's ethos and character) Graphics, Video, or Web Design:** In some congregations with established communication ministries may want to include complex graphic layouts in their profile, use video elements to create the profile or communicate with the congregation. Some congregations also opt to have a section of their website dedicated to transition work.

Profile Committee Task Clusters

Cluster 1:

- **Team Building**
 - Connecting to each other (hopes/expectations of process and team)
 - Develop team norms
- **Outline of Tasks**
 - Discuss roles (Bishop, Canons, Consultant, Profile Comm, Vestry)
 - Choose the following:
 - **Chairperson:** Coordinates the scheduling of meeting and agenda items, looks after communication within the group, checks in with individual members, facilitates meetings when necessary
 - **Recording Secretary:** Takes and distributes notes from meetings
 - **Communications Coordinator:** Coordinates all communication with the parish to include web, print, and verbal announcements

- Chaplain: Helps the team stay connected to the spiritual nature of the work
 - prays for members and helps team remember to pray regularly together
 - Vestry Liaison: Manages communication with vestry
- Confidentiality and Transparency: Discuss what will be confidential, what will be communicated.
- Define main sections of profile, for example:
 - Mission Statement
 - Goals
 - Key Statistics
 - Overview of Financials
 - Etc.
- Discuss data collection process (surveys, meetings, existing documents, etc.)
- Review other profiles to get ideas of what to do/not do
- Create an action plan for task completion, to include timeline

Cluster 2

- Complete surveys/existing data reviews
- Set up for CAT (if applicable - CAT is an acronym for Church Assessment Tool, a paid service of Holy Cow Consulting that helps congregations benchmark their priorities)
- Review action plan

Cluster 3

- Complete CAT, design feedback meetings
- Finish feedback meeting design
- Conduct focus group/parish meetings/community interviewing as planned (using CAT, if applicable)
- Collate, process, distill all data as gathered so far

Cluster 4

- Draft Profile
 - Meet to clearly identify and assign writing tasks, split evenly among group
 - Check in with Action Plan
- Refine draft through review with the Office of the Bishop, any feedback from congregation, etc.

Cluster 5

- Pass baton to Search Committee
- Celebrate the work completed (dinner, party, so forth)

Search Committee

Work of the Search Committee

If the Profile Committee shares the story of how God has been at work in the congregation and where God is calling us, the Search Committee are the wise ones who plot the specific path. The Profile Committee helps the congregation cast a vision. The Search Committee helps the congregation operationalize that into the extension of a call to a new priest leader.

Search Committees are charged by the vestry or Bishop's Committee to evaluate candidates supplied by the Office of the Bishop based on the criteria set forth in the Profile and make a recommendation of a single name to the vestry. When a call is extended and announced, the work of the Search Committee ends. If a Search Committee makes a recommendation to a vestry or Bishop's Committee that is not accepted, the vestry or BC may ask the Search Committee to continue to work with the Office of the Bishop to find suitable candidates and begin that phase of the process anew.

Search Committees work with sensitive pastoral and employment information. Members of a Search Committee might meet a priest whose congregation does not know they are considering leaving their congregation. Members of Search Committees might learn deeply personal stories or hear about past misconduct. Pastoral sensitivity is critical. Being able to maintain confidences and be present to people who are *also* in a tender time of transition is a crucial ministry of the Search Committee.

Boundaries and Confidentiality

“Confidentiality is not the same as secrecy. And these often get confused. We are not asking Search Committees to keep secrets, to not say anything!” *Bishop Rickel*

Perhaps nothing is more important or more damaging when not followed, as strict confidentiality regarding names of all candidates. This is important not only for this search, but also for the reputation and reported experience to the whole Church as to how professionally and ethically that is handled by this diocese. In other words, you are upholding confidentiality not only for the good of that priest, or your local process, but as a precedent for all the diocese, and the Episcopal Church for that matter. In your work you are representing each of these entities, and most of all our common, shared, life together. Not keeping confidentiality can also affect the lives and livelihood of those in the process, for the congregations they may be serving at the time. Remember, you will choose one, and all the rest will have to go back to what they were doing. We want to make that as seamless as possible for them.

Confidentiality is not the same as secrecy. And these often get confused. We are not asking Search Committees to keep secrets, to not say anything! Far from it. I urge committees to over-communicate. Some committees have told me in the past, “there is nothing to communicate right now.” I beg to differ. There is always something to communicate, which might even be, “Hello folks, there is nothing to communicate right now, here is what we are currently working on...” You can tell all of this, and should, WITHOUT names, without telling the people where you are traveling, etc. Confidentiality is protecting those candidates who have put their names forward, and it is essential, but it in no way precludes you from sharing everything you can about the process you are following. Two different things.

Calling a Search Committee

The Search Committee also has an important spiritual role in the in transition. Search Committees internalize the deep hope of the congregation, are pastorally present to candidates, and exercise discernment in recommending a candidate. Folks especially suited for this ministry may exhibit the following spiritual gifts:

- Leadership: Search Committee members lead by modelling openness to the Holy Spirit and listening to how God is at work in the congregation and the life of the priest candidates.
- Discernment of Spirits: Search Committee members discern which candidate best matches the spiritual gifts and hopes of the gathered Body of Christ.
- Evangelism: Search Committee members share, by word and example, the good news of God’s work in the congregation.

Search Committee work is enhanced by skills for ministry:

- Meeting Facilitation: This is a committee! Skilled facilitators who can help other’s voices be heard is important to the effective working of the group.
- Role Clarity: The Search Committee doesn’t have the powers of the vestry or Bishop’s Committee and only recommends a candidate.
- Public Speaking: At least some members of the committee should feel comfortable reporting on the work of the Committee to the vestry and BC, as well as the congregation.
- Organization: The Search Committee must coordinate schedules to accommodate candidate interviews, manage candidate paperwork, and
- Written Communication: Congregations are happiest when Search Committees offer regular (at least monthly) updates about how the search is going.
- Emotional Maturity: Search Committees should expect critical feedback and anxiety from members of the congregation or candidates. Emotional Maturity can help ground the team in its spiritual work and not get thrown off track.

Search Committee Task Clusters

Cluster 1:

- Team Building
 - Connecting to each other (hopes/expectations of process and team)
 - Develop team norms
- Building of shared knowledge and understanding of task and roles (to be reviewed, discussed, decided)
 - Discuss roles (Bishop, Canons, Consultant, Search Comm, Vestry)
 - Choose the following:
 - Chairperson: Coordinates the scheduling of meeting and agenda items, looks after communication within the group, checks in with individual members, facilitates meetings when necessary
 - Recording Secretary: Takes and distributes notes from meetings
 - Communications Coordinator: Coordinates all communication with the parish to include web, print, and verbal announcements
 - Chaplain: Helps the team stay connected to the spiritual nature of the work – prays for members and helps team remember to pray regularly together
 - Vestry Liaison: Manages communication with vestry
 - Identify other roles – tech person? Scheduling coordinator?
 - Vestry Mandate – review what exactly the group is tasked with from the vestry
 - Review of equal hiring practices and discussion of bias in the process
 - Issues of confidentiality and how they will be handled
 - Sources of names
 - Method of background checking used
- Create an action plan for entire search, to include timeline

Cluster 2

- Develop process for communicating with candidates
- Develop process for keeping and sharing (within the committee) information on candidates
- Receive names and review initial paperwork and materials submitted
- Establish email contact with candidates, welcoming each to process and asking them to confirm their participation

Cluster 3 – first round

- Establish, based on names submitted:

- Will candidates be cut before phone interviews?
- If so, develop standards by which to make decisions on who to invite for skype/phone interview
- May consider asking candidates to respond to more written questions (will prolong process)
- Decide on method for first “voice” contact
- Send invitations to selected candidates
- Email or write to non-selected candidates thanking them for submitting name and informing them they are no longer in consideration
- Schedule phone or skype interviews

Cluster 4 – phone/skype interview preparation

- Develop topics for skype/phone conversations and face-to-face meetings
 - Develop phone interview questions
 - Determine who will speak/stay silent during interviews
- Determine times for skype/phone interviews
- Develop evaluation/rating method to be used by search committee
- Schedule with candidates

Cluster 5 – conducting skype/phone interviews

- Conduct phone interviews with selected candidates
- Meet when all are completed and discern who to invite to the next phase of the process (3-5 candidates, depending on budget for travel)
- Call selected candidates to invite them to continue in discernment
- Call candidates who are not continuing, to thank them for their time and provide any feedback that they request.

Cluster 6 – preparing for site visits (to candidates’ churches)

- Decide on who will visit
- Revisit confidentiality issues
- Plan visits and develop ways to report back
- Schedule the visits by working directly with candidates

Cluster 7 – site visits

- Make visits

Cluster 8 – Discern who to move forward

- Share information from site visits

- Prayerfully discern who to invite to come for a visit (2-3 candidates, depending on budget)
- Call candidates to invite to come out for a visit
- Call candidates who were not selected to thank them and let them know, provide feedback as requested

Cluster 9 – Candidate visits

- Schedule visits, invite spouses as well if relevant
- Develop itinerary for each candidate – keep as similar as possible
- Host candidates for visit

Cluster 10

- Final discernment – meet, share information and prayerfully discern a final candidate

Cluster 11

- Present final candidate to vestry for approval

Search Committee Q&A

Q. What happens if a candidate withdraws?

A. If a candidate withdraws, proceed with vetting and interviews with other candidates. It is a good, healthy and normal part of discernment. If the Search Committee is down to one candidate, the Office of the Bishop will work with you to support critical evaluation of the final candidate and if necessary, another phase of gathering names.

Extending a Call

Vestry and Bishop's Committee Deliberations

The work of the Search Committee is important. And it is important for a Search Committee to have the freedom to review candidates without outside pressure from folks with less information than is afforded to the Committee. To give the Search Committee that space, the vestry or Bishop's Committee typically receives reports from the Search Committee about progress leading up to the naming of a candidate. The vestry or BC should NOT receive reports from the Search Committee containing names or other identifiable information about candidates. The larger the number of people who have this information, the more likely it is that it will be inappropriately disclosed. Sharing identifying information may compromise candidates who have not disclosed their search to current employers.

When the Search Committee has chosen a single candidate, they should arrange to present their recommendation to the vestry or Bishop's Committee. The vestry or Bishop's Committee may then ask questions and review the materials of the candidate. The vestry or Bishop's Committee should discuss and ultimately vote whether or not to extend a call to the candidate.

If the vestry or BC does not extend a call, the Search Committee will be responsible for notifying the candidate. The Search Committee chair should then contact the Canon to the Ordinary about how to proceed with the search.

If the vestry or BC extends a call, the warden contacts the candidate to share the news. While the candidate may be immediately ready to accept, it is also appropriate to give the candidate time to prayerfully consider the call. This is an important decision! When the candidate accepts the offer, the Senior Warden should contact the Canon to the Ordinary for a Letter of Agreement Template, to help negotiate and clarify the job description and compensation for the priest.

Congregations and Clergy may NOT announce a call until the Letter of Agreement is signed.

Announcing a call without a Letter in place may jeopardize the call.

Letter of Agreement

The Letter of Agreement is a document that outlines:

- The start date
- The Role of Priest
- Mutual agreements regarding roles and responsibilities: Includes requirement to participate in Mutual Ministry Agreements and Reviews and canonically required roles of the Rector/Vicar/Priest-in-Charge
- Terms of Employment:
 - Number of days worked weekly
 - Number of 4-hour units worked weekly.
 - Number of evenings worked weekly
 - Sabbath day, Holidays, Vacation, Professional Development Leave, Sabbatical Leave, Diocesan Commitments, and Sick Leave
- Compensation based on the Diocese of Olympia Salary Scale. A sample of the scale can be found in Appendix 2: Clergy Salary Scale.
 - Housing Allowance Procedure
 - SECA
 - Optional Provision for church owned housing, if applicable
 - Pension Benefits
 - Medical Benefits and denominational and diocesan policies regarding Medical benefits.
- Reimbursable expenses
 - Auto
 - Office supplies
 - Professional expenses
 - Professional development education
- Discretionary Account
- Supplementary compensation
- Use of Buildings
- Family and Medical Leave (WA State)
- Other agreements
 - Requirement to attend the College for Congregational Development at the congregation's expense
 - Clergy Conference and Clergy Days
 - First Time in Charge (for first time Rector/Vicar/Priest-in-Charge)
 - Moving Expenses
 - Support of dependents in case of Priest death

- Gap coverage upon departure
- Background Checks
- Dissolution of Pastoral Relationship: outline of process for ending the call.
- Departure of the Priest: This section outlines the elements of the “Letter of Separation.”
- Process for Revisions
- Signature lines for: Priest, Senior Warden, and Bishop

Negotiating and Executing the Letter of Agreement

The warden typically negotiates the terms of the Letter with the newly called priest. If questions arise about specific details, the warden or priest may contact the Canon to the Ordinary for guidance.

Once the warden and priest agree, a clean copy of the editable negotiated letter (typically a Word or word processor document) should be emailed to the Canon to the Ordinary. The Canon to the Ordinary will submit the negotiated agreement to the Canon for Networking and Diocesan Connections. The Canon for Networking reviews the document to ensure it is in compliance with employment law, churchwide and diocesan policies. The Canon to the Ordinary and bishop also review the agreement to ensure changes capture the pastoral spirit of the intended language.

Once the negotiated language is approved, the vestry should review the document and resolve that the Senior Warden should sign it on behalf of the congregation. The discussion of the Letter should include clarifying roles, the financial commitment the congregation is making in extending the call, and drawing attention to the process for ending the relationship.

When the call is extended and the Letter of Agreement signed, the work of the Search Committee is finished.

Announcing a Call

After the parties have negotiated the Letter of Agreement and the bishop has signed it, the call may be announced to the congregation and public.

Often congregations choose to time the announcement when the people are already scheduled to gather, like Sunday morning. Whether or not the announcement will take place in a gathering, it's important to also share the information in the way that the congregations usually shares important news: email, mailed letters, phone calls, social media posts, videos etc.

Electronic communications are typically scheduled to coincide with the timing of the in-person announcement so most people in the congregation learn at the same time. Often the

announcement includes a picture of the priest and a brief biographical sketch. It should also include information about when and how the people will meet their new priest.

Congregational leaders should also let the Office of the Bishop know when the announcement is planned so we can help you spread the news and welcome a new colleague in ministry to the Diocese of Olympia. To help the Office of the Bishop share this news:

- Email a bio and picture (headshot) of the new priest. You may use the same information for the congregational announcement and diocesan announcement.
- Tell/Email the Canon to the Ordinary *when* you plan to announce. (Example: Trinity Sunday at the 8:00 and 10:00am services) This information helps us time our public announcement to ensure the congregation hears first and everyone else hears after.

A “Transitions Email” will be sent to all the active clergy letting them know about the call. We also publish the information you provide in our regular email channels: Across the Diocese.

Transition Committee

You may have noticed that the process of transition is cyclical. It begins when a priest in place says goodbye and culminates in the congregation saying, “Hello” to someone new. While it can be tempting to focus the bulk of our attention on deciding which priest and signing agreements, the effectiveness of a call depends on how well and how quickly we get used to ministering together.

A transition committee continues the work of transition by:

- Welcoming the priest and helping the priest get to know the community and local culture
- Introducing the priest to the Body of Christ in your congregation (coordinate with priest)
 - Providing advance materials like a church directory or photo directory
 - Welcoming events, including the Celebration of Mutual Ministry
 - Small Group Conversations or meals that give folks a chance to get to know the priest outside of Sunday Morning.
 - Orient and incorporate the priest into beloved customs and practices.
- Checking in with the priest regularly about how things are going. If requested, assist the priest in communicating challenges to other congregational leaders

The work of the Transition Committee typically lasts 12 to 24 months.

Appendix 1: Office of Transition Ministry Worksheet

Section: Basic Information

Including this information gives prospective priests a quick snapshot of your services and attendance. If you don't include these, folks will have to read through the narrative to find answers. ASA is also a searchable field, so if you don't include the ASA number here, priests won't be able to search for you by size.

Weekly Average Sunday Attendance (ASA): _____

Number of Weekend Worship Services (non-COVID schedule) : _____

Number of Weekday Worship Services (non-COVID schedule): _____

Section: Compensation and Housing

This section spells out compensation details. I supplied the text in blue because those policies are built into the Letters of Agreement.

Current Annual Compensation (optional): _____

Compensation Available for New Position (includes field for entry of dollar amount and an option "Negotiable: NA, Yes, or No" (optional): _____

Additional Compensation Note: Compensation on Diocese of Olympia Clergy Scale (see ecww.org). No SECA reimbursement.

If you do not include cash/housing details, do consider responding to some of these additional compensation benefits below. Completing this section thoughtfully communicates your care for the whole person considering to be your priest.

Housing Equity: This is a benefit that provides subsidy for priests a) in church owned housing or b) assistance with down-payments or equity if the priest does not have sufficient capital to enter a more expensive housing market.

Housing Equity Allowance in budget: None, yes, no, negotiable

Annual Equity Amount: \$ _____

Vacation: The standard policy is 4 weeks' vacation (Sundays inclusive) in the Diocese of Olympia.

Vacation Weeks: (Circle) None, 4, one month/5 Sundays (Standard), Other

Vacation Weeks (If other above, specify number of weeks): _____

Continuing Education: The standard policy is 2 weeks' continuing ed, Sundays inclusive in the Diocese of Olympia.

Continuing Education Weeks: (Circle) 2 Standard, Other

Continuing Education Weeks Details (If other, specify number) : _____

These are optional and language in our LOA's give you some ideas about how to do it.

Sabbatical Provision: N/A, Yes, No

Travel/Auto Account: N/A, Yes, No

Other Professional Account: N/A, Yes, No

Comments (100 characters):

<https://resources.ecww.org/sites/default/files/resources/2020ECWWParochialClergySalaryScale.pdf>

Section: Work History and Skills

Completing this section helps prospective priests get a sense of the recent length of tenure for your rectors.

For up to the last three prior rectors include

Name: _____ Month/Year begun: ____ / ____ Month/Year ended: ____ / ____

Name: _____ Month/Year begun: ____ / ____ Month/Year ended: ____ / ____

Name: _____ Month/Year begun: ____ / ____ Month/Year ended: ____ / ____

This section helps people understand the size and breadth of your formation programming.

Formation statistics section

Church School (Sunday School): _____

Number of Teachers/Leaders for Children School: _____

Number of Students for Children School: _____

Number of Teachers/Leaders for Teen/Young Adults School: _____

Number of Students for Teen/Young Adults School: _____

Number of Teachers/Leaders for Adults School: _____

Number of students for Adults School: _____

Day School info, if one exists: _____

Other notes about incumbents or formation up to 500 characters.

Narrative

In our baptism we promise to proclaim by word and example the Good News of God in Christ, seeking and serving Christ in all persons. You are invited here to reflect on your ministry by responding to the following questions (approximately 250 words. 1200 character limit including punctuation and spaces for each response). You may answer in more than one language, if appropriate.

1. Describe a moment in your worshipping community's recent ministry which you recognized as one of success and fulfillment.
2. Describe your liturgical style and practice. If your community provides more than one type of worship service, please describe all.
3. How do you practice incorporating others into ministry?
4. As a worshipping community, how do you care for your spiritual, emotional, and physical well-being?
5. Describe your worshipping community's involvement in either the wider Church or geographical region?
6. How do you engage in pastoral care for those beyond your worshipping community?
7. Tell about a ministry that your worshipping community has initiated in the past five years. Who can be contacted about this?
8. How are you preparing yourselves for the Church of the future?
9. What is your practice of stewardship and how does it shape the life of your worshipping community?
10. What is your worshipping community's experience of conflict? And how have you addressed it?
11. What is your experience leading/ addressing change in the church? When has it gone well? When has it gone poorly? And what did you learn?
12. Please provide words describing the gifts and skills essential to the future leaders of your worshipping community? (This section provides you with the opportunity to present key words that describe the gifts and skills essential to the future leaders of your worshipping community. You may choose any words you like and enter them with commas separating them. Enter no more than four descriptions made up of one or two-words each. For example: administration, asset management, preaching, pastoral care. These skills are used to search community portfolios and are occasionally updated by administrators.)

Connections

This section gives candidates links or information about you. I included your website and YouTube channel. If you want the Canon to the Ordinary to include additional links in your portfolio, please list them here.

Website: _____

Media links to your worshipping community (up to 4) - Examples: Facebook page, YouTube Channel, Vimeo Channel etc.

I have indicated you worship in English. If you would like to list other languages, please complete this section below!

Languages significantly represented in your worshipping community: _____

Total % of ASA worshipping in a language other than English: ____%

“Provide worship or classes in the following languages: _____

Attach Strategic Plan here (up to 25 MB, txt format only)

Appendix 2: Clergy Salary Scale



The Episcopal Diocese of Olympia

The Episcopal Church in Western Washington

www.ecww.org

Diocese of Olympia 2021 Parochial Clergy Salary Scale

GRADE	MINIMUM	MID-POINT	MAXIMUM
A	\$ 94,676	\$ 118,345	\$ 142,014
B	\$ 86,067	\$ 107,584	\$ 129,101
C	\$ 78,229	\$ 97,786	\$ 117,343
D	\$ 71,129	\$ 88,911	\$ 106,693
E	\$ 64,742	\$ 80,928	\$ 97,114

Mandatory Policies (applies to rectors and vicars):

1. If church-owned housing is provided, the range is reduced by 30% plus the amount of any utilities provided, either in form of actual utility costs paid or in allowances provided.
2. Clergy must be paid at least the minimum of the applicable range.
3. Clergy with five (5) or more years of ordained service must be paid at least 90% of the mid-point of their congregation’s applicable grade. [See advisory note below.]
4. Clergy with ten (10) or more years of ordained service must be paid at least 100% of the mid-point of their congregation’s applicable grade. [See advisory note below.]
5. Exceptions to these policies require the approval of the Bishop.
6. All financial agreements with clergy must be rewritten or amended in their Mutual Ministry Agreement to reflect changes in compensation or provisions and a copy forwarded to the Bishop by January 31 of each year.

Advisory Policies:

1. For additional paid clergy (associate, assistant), it is recommended that minimum compensation be established at two salary grades below that established for the parish or mission, depending upon qualifications and experience.
2. A clergy person with less than five (5) years of ordained service should be given pay raises greater than the cost-of-living adjustment so the salary reaches the 90% of mid-point by the fifth year.
3. A clergy person approaching (10) years of ordained service should be given pay raises greater than the cost-of-living adjustment, so the salary reaches the 100% of mid-point by the tenth year.
4. If a congregation is moving toward a higher grade, that congregation would be wise to increase toward that new salary grade incrementally.
5. Congregations are encouraged to consider clergy performance when deliberating compensation increases in excess of the COLA.
6. For interim clergy of a parish or mission, it is recommended that compensation shall be at the grade level of the parish or mission, prorated for the percentage of time committed.