



AN OUTLINE OF THE SEARCH PROCESS

1. Vacancy Occurs
2. Wardens Meeting with Executive Officer & Bishop
3. Parish Search Committee formed
4. Vacancy Advertised (for about 4-6 weeks)
5. Applications received directly to the Diocesan Office by Executive Officer
6. Shortlist for Interviewing – Bishop with Executive Officer – Further invitations to apply
7. Parish Preliminary Interviews
8. Communicate with Bishop/Executive Officer on each Candidate for review.
9. Second Interview (in consultation with Bishop)
10. Final Interview - Bishop interviews the final candidates – approves final choice
11. Executive Officer discusses the financial issues with the corporation & candidate to work out salary, benefits, travel, moving expenses, start date etc.
12. Offer letter prepared by Executive Officer
13. Parish Announcement prepared by Bishop
14. Appointment Letter from Bishop
15. Celebration of New Ministry