



April 2019

Letter of Interest for Rector Search Committee Member

The Vestry is seeking 8 to 12 people to serve on the Rector Search Committee. The Search Committee's service is complete when they recommend one candidate to the vestry to be Epiphany's 11th rector and the call is accepted by the candidate. The steps that the Search Committee take to bring that one name forward include working with the Search Consultant (assigned to us by the Diocese) to do the following:

- determine the means of self-assessment and implement that assessment in order to write a parish profile,
- develop and implement a system for screening, evaluating, and notifying candidates as candidate materials are received,
 - determine the various interview processes—written, telephone, video, and face-to-face
 - develop and implement a uniform system of rating and ranking candidates
- communicate the progress of the Search Committee regularly to the Parish through announcements, bulletins, and newsletter articles
- communicate promptly with candidates their status in the process, and
- communicate regularly with the Diocese's Office of Transition Ministry in order that that office can conduct some additional screening processes on our behalf.

The timeline to complete the whole search can range from 11 to 18 months. For much of the time, the Search Committee will be meeting weekly and will have action items that must be completed between meetings. This is a time-consuming endeavor, so anyone who has an interest in serving on the Search Committee must have the time to spend on the search.

The Search Committee will most likely use the summer months to determine the means of self-assessment so that when the program year starts in September the self-assessment can be carried out and the profile written. In addition, at the beginning of the process, the Search Committee and the Vestry will have a half-day Saturday retreat to start the Parish self-study (self-assessment).

For more information here is the link to [Guide for Parishes in Transition](#), specifically pages 13 - 18.

Being part of a Search Committee is a group effort, and no one member will possess all the required gifts; rather the Search Committee will come to rely on and trust each other to discern what is best for the Parish of the Epiphany. Here are some desirable characteristics for all Search Committee members:

- Good organizational skills (Essential for the Chair of the Committee)
- Team player
- Person of prayer
- Member in good standing (attends church regularly, giver of record, gives of time and talent)
- Willing to work for the good of the church and not partisanship
- No hidden agendas
- Can maintain confidentiality

If you are interested in being part of the Search Committee, please send an email addressed to Suzanne Owayda (suzowayda2011@gmail.com) and David McSweeney (David_mcsweeney@hotmail.com) stating your interest in being on the Search Committee, why you are interested in serving on the Search Committee, and what are the qualities that you possess that you would bring as a member of the Search Committee.

If you would like to nominate another parishioner who you believe would make a good Search Committee member, please forward that name to Suzanne Owayda and Dave McSweeney, and we will reach out to that person to discern their interest level.

If you would rather not communicate by email, please leave a letter with Sarah Twiss in the Parish Office with “Search Committee Letter of Interest” on the envelope.

Please submit your Letter of Interest by 12 noon on Friday, 10 May 2019.

Please note, if there are many people interested in serving on the Search Committee, we may divide the job into two parts; a Profile Writing Committee and an Interview and Recommending Committee. In addition, the Wardens with advice from the Vestry, reserve the right to choose the Co-Chairs of the Search Committee or Committees.

Thank you,
Parish of the Epiphany Vestry

