



# BISHOP OF THE ANGLICAN DIOCESE OF OTTAWA

## **The Appointment of Incumbents—Package for Parish Committees**

*Authorized October 2020*

### **A. Canonical Authority**

C4.06.1 *The appointment of all Clergy to all offices within the jurisdiction of the Diocese of Ottawa shall be vested in the Bishop, but before the appointment of an Incumbent is made to a Parish, the Bishop shall consult with the Churchwardens and the Lay Members of Synod of that Parish, as a Committee.*

Notwithstanding the steps outlined below, at any point after announcing the departure of the current incumbent, the Bishop may elect to appoint a new incumbent in consultation with the Parish Committee—as provided for in Canon C4.06.1.

### **B. Steps Normally Followed in the Appointment of Incumbents**

#### **1. First Meeting with the Parish Committee: Preparation of a Parish Profile**

The Archdeacon arranges a meeting with the Parish Committee (Churchwardens and Lay Members of Synod) to review the steps, and to facilitate a conversation around three questions:

- 1) *Where are we now?*
- 2) *What is important to us as we look to the future?*
- 3) *What are the qualities we seek in an incumbent?*

The Archdeacon will help to record the key points of the conversation and to prepare a short report.

The Committee will be invited to complete a descriptive summary of the parish within two weeks of the first meeting (see Appendix 1 below).

- The report on the three questions and the descriptive summary become the “Parish Profile” to be provided to the Bishop.

*Note: sometimes the Bishop may appoint a trained lay person from another parish to work with the Committee alongside the Archdeacon, serving as an objective, experienced partner during the process.*

## **2. Selection of Candidate(s)**

The Bishop may generate interest in the vacant incumbency by circulating the Parish Profile among a variety of audiences, ranging from the clergy of our diocese to members of the national house of bishops.

In due course, the Bishop will invite the archdeacons and others, including members of the Parish Committee, to individually consider the incumbency in a prayerful, intentional way, and to propose the names of up to three individuals for possible consideration as candidates.

The Bishop, in consultation with archdeacons and other advisors, will consider the names that are raised up, and taking into account personal, parochial and diocesan considerations, carefully discerns how best to proceed. When a name (or possibly two) emerges, the Bishop (or a designate) will approach the individual(s), calling them to enter into discernment as a potential candidate for the incumbency.

- When a candidate has accepted the Bishop's call, they will be asked to share in further discernment with the Parish Committee, beginning with preparing a letter and a resume.

*A candidate is a priest whom the Bishop is prepared to appoint to the incumbency. Note that keeping a candidate's name confidential is imperative during and after the process.*

## **3. Second Meeting with the Parish Committee: Preparing for Interviewing**

The Archdeacon meets with the Committee to review the material from the candidate(s) and to plan for interviewing (see Appendix 2 below). If necessary, the Committee must select a maximum of 6 members to participate in the interviews.

- The Archdeacon confirms interview time(s) with the candidate(s) and advises the Committee accordingly.

## **4. Interviewing and Recommendation to the Bishop**

The Archdeacon joins the Committee for the interview(s). After the interviews have concluded, the committee prayerfully seeks their common mind, and prepares a recommendation for the Bishop.

- The Archdeacon brings the Committee's recommendation to the Bishop.

## **5. The Appointment**

Upon receiving the Committee's recommendation, the Bishop will make an offer of appointment to the candidate.

- If accepted, the Parish Committee is advised that the appointment has been made, and an announcement is issued by the Bishop. News of the appointment must remain confidential until the official, public announcement has been made.

## **Appendix 1: Preparing a Descriptive Summary of your Parish**

The Committee is strongly encouraged to consider updating the parish's website or other social media at this time as interested clergy will be very likely to visit there.

The purpose of preparing a descriptive summary of your parish is to provide essential information to those who will share in discernment with the Bishop, as well as those who are called by the Bishop to be a candidate for the incumbency.

Here are the essential elements in an effective descriptive summary, which ought to be as concise as possible (no more than 3 pages of text, not counting vestry and financial documents):

- *Location of the parish and description of the surrounding community.*
- *Your buildings and the arrangements for clergy housing.*
- *Parish life and ministry: who you are, what parish life looks like, how you worship.*
- *Links to parish website/social media, or other community websites.*
- *Your most recent annual vestry documents, including financial statements and current operating budget.*

## **Appendix 2: Interviewing Candidates**

An interview between a candidate and a Parish Committee is best seen as a conversation. Both parties are interested in knowing more about the other—and as the conversation unfolds, it will ideally lead to an open discussion.

It is important to bear in mind that discernment is going both ways: members of the Committee *and* the candidate are looking for a sense of whether there is a “good fit.”

***Planning the Interview:*** In advance of the interviewing the Parish Committee will meet with the Archdeacon to:

1. *Decide who will be at the interview from the Parish Committee (up to six members only).*
2. *Decide who will be primarily responsible for co-ordinating the interview. The co-ordinator will:*
  - a. *handle the introductions*
  - b. *ensure that everyone has an opportunity to ask questions*
  - c. *bring the interview to a close.*
3. *Review the material from the candidate(s) to see if particular areas ought to be explored.*

4. *Decide on the questions to be asked. If there is more than one candidate, the same basic questions should be asked in each interview. Decide who will ask what questions.*
5. *Ensure that questions are compliant with Human Rights Legislation, which precludes questions about place of origin, ancestry, colour, race, ethnicity, age, gender, sexual orientation, marital status, family status (including plans to have children), disabilities, or memberships in organizations.*

**Conducting the Interview:** Choose a comfortable room with chairs in a circle. It is best to keep things informal and friendly. Set a constructive tone. Here is a suggested agenda:

- *Tour of buildings (if possible) – this is a good way to break the ice*
- *A member of the Parish Committee opens with prayer*
- *Opportunity to share personal backgrounds*
- *Questions from the Parish Committee and then questions from the candidate*
- *Opportunity for general discussion*
- *When the time is up (no more than 90 minutes), conclude by saying the Grace.*

As noted above, the objective is to work through any set questions (from the candidate and the Parish Committee) with a view to opening up a good discussion—where everybody can get to know one another and discern whether there is a good fit.