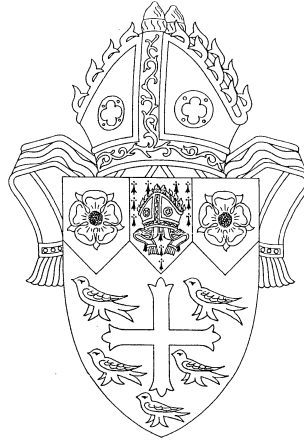


DIOCESE OF NEW WESTMINSTER



Guidelines and Policies for the Canonical Process

*Leading to the Appointment of a Rector, Vicar, Interim
Priest-in-Charge or Assistant to the Rector*

February 2017

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Guidelines and Policies for the Canonical Process

Revised February 2017

Introduction

The role of the Canonical Committee is to provide parish leadership and representation in the selection process of a Rector, Vicar, Interim Priest-in-Charge or Assistant Priest. During this process the committee will work with the Bishop's Office, the Regional Archdeacon and the Bishop's Advisory Committee on Appointments. These guidelines do not apply to the appointment of a Curate or to the selection process for Deacons.

All clerical appointments are made by the Bishop. However, the Canonical Process provides an important advisory and consultative process, in which the parish is an active participant.

The work of the Canonical Committee is an important step in the life of a parish. They provide vital leadership for the parish in a time of transition. The workload can seem daunting, but there are a lot of resources available to support them in their work.

Interim Ministry Process

After formal notice of resignation or retirement of a Rector or Vicar is given to the Bishop and the Parish, the Bishop or her designate will consult with the Churchwardens and Regional Archdeacon **to discuss the interim ministry process, the role of the interim priest in charge, and the place of the canonical committee work within that process.**

The process of selecting and appointing an Interim Priest-in-Charge will follow. The interim process is ordinarily 12-18 months. Those priests who have been trained in interim ministry will be invited to apply by sending their resume and cover letter to the Bishop's Office. Applicants will be interviewed by the Canonical Committee and a recommendation for an appointment will be made to the Bishop. Ideally, an Interim Priest will be in place soon after the Rector or Vicar leaves. However, in some cases, Sunday supply may be needed to bridge the gap.

Interim ministry is to give the Parish an opportunity to do some intentional reflecting on i) where it is now, ii) where it has been, and iii) where it wants to go. Through such things as conversational round-tables, parish town-hall meetings, surveys followed by discussion of survey results, consulting with groups, guilds and individuals information is gathered, stories are told, dreams are cast and discernment undertaken. **This process is led by the Interim Priest in Charge in consultation with the Churchwardens and others appointed by the Parish Council.** Most parishes find using a diocesan consultant or outside facilitator also useful. The data generated during the interim process will be useful to the Canonical Committee's work on the profile when this work begins.

The Canonical Committee

The membership of the Canonical Committee is established by the Canons of the diocese and cannot be altered by the parish. It is as follows:

The Churchwardens

The Synod Lay Delegates

The Alternate Synod Lay Delegates

Note: The age-designated (i.e. 16-21 yrs. old) delegate and alternate delegate (so-called 'youth delegate' and 'alternate youth delegate') are also members of the Canonical Committee.

In the case of an Assistant to the Rector position, the Rector or Vicar is also a member of the Canonical Committee.

The Canonical Committee chooses a Chair from among its membership, and which two of its members will represent the parish on the Bishop's Advisory Committee on Appointments. Two alternates will also be chosen at this time in the event that those initially selected are unable to attend BACA.

Note the optional canonical provision for extending the term of the Canonical Committee beyond the Annual Vestry Meeting [see Canon 14, Division 4].

With the exception of the meeting of the Canonical Committee to interview and make a recommendation to the Bishop on the appointment of the Interim Priest in Charge, the Canonical Committee does not begin its work together until the Bishop, in consultation with the Regional Archdeacon and the Churchwardens, determines that sufficient work has been completed during the Interim process to make the work of the Canonical Committee productive. Accordingly, the Regional Archdeacon or someone appointed by the Bishop will convene and attend the first meeting of the Canonical Committee to review the canonical process and to discuss issues such as confidentiality and lines of communication. In addition, the Regional Archdeacon, will also paint a picture of the profile creation process. The Canonical Committee will be provided with samples of well-constructed profiles, the process of constructing a profile and the resources at the Synod Office to assist in facilitating parish meetings in preparation of the profile.

The Parish Profile

The Parish Profile is a promotional portfolio, an advertisement. It is the method by which a prospective applicant will gain insight into the parish—what its excited by, what its challenges are and where it wants to go. The applicant will be asking the question 'is this a place where my skills and gifts can be best used?' and 'can I see myself as a partner in the gospel in this parish?'

The best profiles are developed with the input of the entire congregation. The Canonical Committee should be open and willing to share this stage of the process with the whole parish.

It is critical that the parish profile is both reflective of and 'owned' by the entire parish. It must be an accurate depiction of the parish.

The profile should begin by telling about the present context. What is exciting and life-giving? What are the current challenges? What are the priorities?

It should reflect on the past. Where have we come from? What have we accomplished? This should not be an historical chronology but rather a reflection on past events that have brought the parish to its current reality. Historical chronologies can be added in an appendix.

It should look to the future. Where do we want to be in five to seven years? What ministries do we want to develop? What do we want to be known for?

Give careful thought to what particular skills and gifts the new priest needs to have in order to accomplish the future goals the parish has set for itself. Stating the characteristics and gifts can assist both the applicant and the parish in determining their compatibility and fit.

Great photos are important each with a caption describing the picture. They should show people engaged in the life of the parish reflecting the diversity in age, ethnicity, and gender. The cover page should look dynamic, welcoming, inviting and, ideally, include people.

Describing the existing composition of the ministry team in the parish, both paid and non-stipendiary, including deacons and honorary clergy, with their duties and responsibilities should be included.

Important statistics and facts about the parish such as a table or graph of five year trends in attendance and giving, and diversity of membership should be included in an appendix. A map of the parish's location within the Diocese is helpful. Web links to various sites with information on city and neighbourhood is more useful than print pages of demographic information.

The profile represents the beginning of a dialogue between the parish and their future priest.

The profile should not be started until the interim ministry process is at least half-way completed. Developing the profile should not be rushed. The time a parish spends looking at its life and ministry helps to prepare the community to move forward to a new relationship with the future priest.

The Regional Archdeacon, the Executive Archdeacon, Director for Mission and Ministry and the Diocesan Consultant's Network are important resources that are available to the Canonical Committee as they work to develop the profile. It is not uncommon for a couple of revisions to occur. The Regional Archdeacon, Executive Archdeacon and the Bishop will read, comment and approve the profile draft prior to posting.

Advertising

Once the parish profile has been agreed upon by the Canonical Committee, the Regional Archdeacon, Executive Archdeacon and the Bishop a precis, based on the profile, will be placed on the Diocesan 'Jobs' webpage, The Anglican Church of Canada's 'Jobs' webpage and other websites as agreed upon. A link to the profile can also be posted to the Parish website.

Applications

Those who are interested in applying for the position must complete the diocesan application form on the diocesan website under 'Jobs' where a downloadable form is linked. The application should be sent electronically and include a cover letter. Priests from outside the Diocese should request a 'letter of good standing' from their bishop to accompany their application.

All applications are sent directly to the Executive Archdeacon and not to the parish. This allows the Bishop to review the applications and to confirm with the applicant's bishop, if they are from another diocese, that she/he is a priest in good-standing. All those making inquiries to the parish about a vacancy should be directed to call the Bishop's Office.

The Bishop's Advisory Committee on Appointments (BACA)

The Committee consists of the Bishop (chair), the Executive Archdeacon, the Regional Archdeacon, three lay and three clerical members elected by Synod. The parish Canonical Committee is asked to select two of its members to attend and participate in the meeting that discusses the applicants. The two appointed Canonical Committee members are full voting members with those listed above. In the case of an Assistant Priest position the Rector/Vicar is also a full member of the Bishop's Advisory Committee.

The Bishop's Advisory Committee on Appointments meets to review all applications and select a short-list of candidates for the parish to interview. The members of BACA, including the two parish representatives and the Regional Archdeacon, will be sent electronic copies of all of the applications received for the position. *Please be aware that the applications are to be held in the strictest confidence.* Only the two parish representatives to BACA are to know the complete list of candidates. This list is not discussed with the balance of the Canonical Committee.

At BACA all of the applications presented are discussed and a vote is taken to determine who will be short-listed.

Short-listing is not making a choice on which candidate one would recommend to be appointed as the next rector/vicar/assistant. Rather the conversation at BACA is to hear comments, observations and reflections from all members and the Canonical Committee members with BACA are encouraged to allow themselves to be open to hearing what the Spirit is saying through others.

After the meeting the Bishop and/or the Executive Archdeacon will contact all applicants concerning their status in the process.

Interviewing

Following the Bishop's Advisory Committee meeting the Regional Archdeacon meets with the canonical committee to present them with the short-listed candidates and their applications. Only the names of the short-listed candidates can be shared with the whole Canonical Committee. The names of all other applications are to remain confidential. Specific personal opinions shared in the Bishop's Advisory Committee on Appointments meeting are confidential, and are not to be discussed with the Canonical Committee. Further, the Canonical Committee, on receiving the short-list, must not divulge it beyond the confines of the Canonical Committee deliberations.

The same members of the Canonical Committee must interview all candidates and attend all interviews. If a Canonical Committee member is unable to attend any of the interviews she/he must recuse himself/herself from the current work of the Canonical Committee.

The Canonical Committee will give the Executive Archdeacon a list of dates when it is available to interview the candidates. The Executive Archdeacon makes all the arrangements for the interviews. The Canonical Committee is asked NOT to contact the candidates directly.

If there are any candidates who will be initially interviewed by Skype or Facetime all candidates, no matter their proximity, will also be initially interviewed in the same manner. This is to ensure a level playing field for all those interviewed.

A second in-person interview may be arranged. The parish will pay for all travel and accommodation costs of any out of town candidates. It is best to arrange for out of town candidates to stay in local hotels. Having them stay with a member of the Canonical Committee or the parish can give the appearance of an unfair advantage.

Great care should be taken to ensure that the Canonical Committee spends the same amount of time with each candidate. No candidate should appear to have been treated differently regardless of how far they may have traveled.

The Canonical Committee set the agenda for the interview. It is important to allow for a generous amount of time for informal conversations and meeting as well as the more formal interview. Usually, this will include a tour of the church buildings, the local neighbourhood and a meal. Some or all of this activity prior to the formal interview may be conducted by the Churchwardens and/or chairperson alone and also may include the candidate's spouse. The spouse cannot be present for the formal interview.

Only members of the Canonical Committee can be present during any part of the interview. No other members of the parish can attend.

The interview should reflect careful study of the candidate's application and give an opportunity for the candidate to address any concerns he/she may have with the position.

Ask open ended questions such as "What about our parish profile caused you to apply? or provide an opportunity for further exploration by asking the applicant to "Tell us about a time when...". Ensure all the Canonical Committee has a chance to participate in the interview and leave time for the applicant to ask his/her questions. Remember that the applicant is interviewing the Canonical Committee, too. Members should keep an open mind and avoid reaching conclusions until all candidates have been interviewed. (See Appendix B for sample interview questions.)

There are also questions that cannot be asked as prescribed under the BC Human Rights Code. Be sure to familiarize yourself with these before beginning an interview. (See Appendix B)

The Canonical Committee may ask for an additional interview. Candidates cannot be asked to give a sermon or to provide an audio or written copy of a sermon.

Unsolicited letters of support not part of the application package should not be circulated or referred to in any way. The Canonical Committee can ask for references for all short-listed candidates, but should consult with the Bishop's Office before attempting to contact any of the references.

Post-Interview

A design for a process of discerning a candidate following the interviews should be contemplated and in place prior to the interviews beginning. Request for designs may be made to the Executive Archdeacon.

Take time to de-brief the experience. Don't move through the discernment process too quickly. Ensure that everyone's voice on the Canonical Committee is heard. It is always important to wait of the right candidate to emerge.

Once all the interviews have been concluded the Canonical Committee should meet to make its decision. The Committee should strive for consensus but realize that unanimity may not be possible. All confidential documents should be returned to the Canonical Committee Chair, who should arrange for them to be shredded.

If the Canonical Committee does not feel able to recommend any of the candidates they should advise the Bishop or Executive Archdeacon. Options for next steps will then be taken including re-advertising the position or requesting a direct appointment. If after a second round of advertising there is still no successful candidate, the Bishop may consult with the parish about making a direct appointment.

Appointment

If the Canonical Committee is able to agree on a candidate for appointment, a Churchwarden or the Chair of the Canonical Committee contacts the Bishop or Executive Archdeacon and informs them of their choice. The Bishop will contact the successful candidate and ask if they are prepared to further explore accepting the appointment. If the candidate is agreeable the candidate and the Churchwardens, with the assistance of the Executive Archdeacon, begin negotiations on compensation. The Churchwardens should consult with the parish Treasurer on financial matters only.

Once both parties have agreed on the terms of the appointment the Bishop will then direct that the announcement of the new appointment should be made on the same Sunday in the parish concerned and in the successful candidate's parish. No public statement should be made about the position until the two parishes involved have been informed.

A formal Letter of Agreement (LOA) between the Priest, Parish (represented by the Churchwardens, and in the case of an assistant priest, the Rector/Vicar is included) and the Bishop. It includes the date of appointment, the mutually agreed details concerning roles and responsibilities, compensation, vacation, continuing education, discretionary accounts and leaving. The LOA is signed by the Priest, the Churchwardens and the Bishop and is shared with the Church Committee/Parish Council. The original is kept in the Parish Personnel files, with a copy to the Priest, the Regional Archdeacon and the Priest's personnel file in the Bishop's Office.

Licence

The appointed priest is confirmed in their new position only after Letters *Bene Decessit* are received from their Bishop (if canonically resident in another Diocese) and the Bishop of New Westminster issues a Licence. The licence is given only after the Oaths and Subscriptions are signed by the priest, and the diocesan Registrar registers the licence. Normally, this is done at a service of Induction.

Resignations

When there are Assistants to the Rector whether stipendiary or non-stipendiary, Honorary Assistants, or Vocational Deacons, working in the parish, they are required, under the Canons, to submit their resignation to the Bishop when a new Rector/Vicar is appointed. The new Rector/Vicar, in consultation with the Churchwardens, will inform the Bishop of their recommendations regarding the future of those positions.

Timeline

While the interim ministry process normally takes eighteen months and the Canonical process may begin half-way through. Once begun, on average, the Canonical process takes between six and nine months. However, this varies with each parish. The following is a general time line:

- First step:** Normally, after nine to twelve months into the interim ministry process and, after consultation with the Bishop, Executive Archdeacon, and Regional Archdeacon, the Canonical Committee is convened by the Regional Archdeacon. The Canonical Committee begins to work on the parish profile. The actual writing of the profile usually takes between one and three months.
- Second step:** The parish profile is delivered to the Regional Archdeacon for comment and edits.
- Third step:** Typically revisions are required to the initial drafts of the parish profile. The Bishop and/or Executive Archdeacon meet with the Canonical Committee to review the parish profile and make comments/edits. When the parish profile is finalized it is posted. The deadline for applications is set for approximately six weeks after the profile is published.
- The expected time-line for the posting, application deadline, and Bishop's Advisory Committee on Appointments meeting is developed in consultation with the Executive Archdeacon.
- Fourth step:** The Canonical Committee selects its chair, representatives and alternates to the Bishop's Advisory Committee on Appointments (BACA) and notifies the Regional Archdeacon and Bishop's Office of their choice.
- The deadline for applications closes.
- Fifth step:** The packages for the BACA are sent out to all members, including the parish representatives. BACA meets to review the list of candidates and decide on the short-list.
- The Regional Archdeacon takes the list of candidates to be interviewed to the Canonical Committee.
- Arrangements for the interviews are made by the Executive Archdeacon.
- Sixth step:** Interviews take place.
- The Canonical Committee meets to discuss the interviews and make their selection.
- The name of the recommended candidate is given to the Bishop who contacts the candidate.
- If the Canonical Committee is not able to make a selection then preparations begin for a second round of advertising.
- It is always appropriate to wait for the right candidate to emerge and not to rush the process.
- The Churchwardens, with the assistance of the Executive Archdeacon and the candidate enter into conversation on compensation. Once the compensation is successfully completed the announcement of the appointment can be made in each parish on the same Sunday.

The appointment is published in *The 14TEN*.

If the successful candidate is currently employed they will need to give approximately three months' notice to their current parish.

Seventh step: Parish prepares for the arrival of the new priest. Preparations are made for the Induction.
The date for the Induction is set in consultation with the Bishop's calendar, usually as close to the appointment date as possible.
The Induction service is based on a liturgy available from the Bishop's Office. Planning for the service is done in by the Rector/Vicar and the parish. The Rector/Vicar suggests the name of a preacher to the Bishop for her approval. The Bishop invites the preacher.
The final draft of the service bulletin for the Induction is forwarded to the Bishop's Office for review before being published. Plan to have the draft into the Bishop's Office five working days before the Induction date.

General Comments

Parishioners are welcome to encourage priests to apply to their parish by suggesting that they visit the diocesan website and download the parish profile and diocesan application form.

In budgeting for the process, a parish needs to consider the costs they will incur, including the cost of temporary clerical staffing, and transportation, food and lodging during the interview process. The moving costs of the new Rector/Vicar, including any refurbishing necessary for parish-owned housing must also be budgeted.

The role of the Canonical Committee ends with the successful appointment and they are only recalled in that capacity if the need arises.

Appendix A

Sample Interview Questions:

1. Use open-ended questions such as ‘Tell me about a time when you...’ and fill in the blank to allow the person being interviewed to explore her/his idea. Areas to explore might include:
 - a. Introduced a new liturgy
 - b. Helped developed and strengthen a parish
 - c. Talked about money and put a stewardship program in place
 - d. Facilitated leadership training
2. ‘What about our parish profile caused you to apply?’ and a follow-up might be ‘When you consider this parish what causes you to get excited about the ministry we do here/the possibilities that exist?’
3. ‘Why are you considering a change at this time?’
4. ‘What excites you about being a parish priest?’
5. Design a question that explores an important area of the parish’s ministry and allow the applicant to reflect on their experience or engagement with the topic, eg. environmental stewardship, marginalized people in the neighbourhood, working with children or older adults, etc.

Some things to consider:

1. Following a response be curious and ask probing questions to get to the core. Don't leave the interview wondering what was meant by something said or unsaid.
2. Use the application as a resource to enquire further about responses to all areas including conflict, change management, and theology.
3. Don't be defensive about the responses you here. Allow the applicant to state his/her own viewpoint. It's your job to listen and be curious about the response. It's not your job to defend a position or the parish, per se.
4. Be comfortable with silence.
5. Toward the conclusion of the interview be prepared to ask the applicant what questions he/she has. Also be ready to respond to the question 'what are your next steps/timeline for the process?' The applicant may be applying for more than one position.

Appendix B

Under the British Columbia Human Rights Code questions related to the following areas cannot be asked:

Race	Place of Origin	Ancestry
Colour	Marital Status	Family Status
Sex	Sexual Orientation	Physical or Mental Disability
Political Belief	Age (19 years or over)	Criminal Conviction
Religion		

Therefore, questions to avoid are:

How old are you?
 Are you married?
 How many children do you have?
 What country are you from?
 Are you new to Canada?
 Have you ever received Workers Compensation benefits