

Sample Parish Search Checklist

- ___ Notification of Rector's departure;
 - ___ Date of announcement ___/___/___
 - ___ Expected date of departure ___/___/___
- ___ Wardens' visit to Office for Transition Ministry (OTM) ___/___/___
- ___ Visit to Vestry by Bishop and/or OTM ___/___/___
- ___ Search materials received (Search brochure, CDO pamphlets, and compensation guidelines)
- ___ Interim Priest identified and in place ___/___/___
- ___ Search Consultant identified ___/___/___
- ___ Self-Study or Search Committee formed; Vestry's charge given
 - ___ Deployment Ministry/Web listing ("Short Form") filed
- ___ Self-Study completed, reviewed and copy sent to OTM
- ___ CDO parish profile form filed
- ___ Search Committee succeeds Self-Study Committee (New committee named by Vestry with new charge)
- ___ Process of receiving names; applications acknowledged
- ___ Period of narrowing the field and list of names/Dioceses submitted to OTM
- ___ (Long) List of ten - twelve finalists identified
- ___ Candidates not selected are notified
- ___ Preliminary OTM check completed
- ___ (Short) List (3-4 names) submitted to OTM: Oxford Doc, and Bishop to Bishop conversations arranged
- ___ Bishop Suffragan's office interviews candidates on short list
- ___ Final candidate(s) name(s) given by Search Committee to Vestry (parish) for approval
- ___ Bishop approves call of selected candidate
- ___ Call extended to _____ on ___/___/___
- ___ All other candidates informed of call
- ___ Letter of Agreement negotiated, signed, and sent to Office for Transition Ministry
- ___ Start date ___/___/___
- ___ Celebration of New Ministry ___/___/___