



PARISH SEARCH COMMITTEE GUIDE



Diocese of Montreal
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INTRODUCTION

So you are a member of a Parish Search Committee (PSC). You may feel that this is both an honour and a burden – an honour because the parish has entrusted you with a very important task, a burden because you will be required to make some difficult decisions. We hope this guide will help you in the process so that it becomes less of a burden and more of an honour.

WHAT IS THE ROLE OF THE PSC?

Appointments in the Diocese of Montreal are made by the diocesan Bishop. The role of the Parish Search Committee is to make an appropriate recommendation through the Archdeacon to the Bishop. The tasks for this committee are to work with the Archdeacon to:

- Prepare a Parish Profile.
- Receive, propose and process names of clergy to whom the Profile should be sent.
- Review the responses and decide on those to be interviewed.
- Ensure compliance with the diocesan canons, all legislative and human rights policies and the use of sound human resources practices.
- Ensure all interview procedures and decisions are as objective and fair as possible.

THE COMPOSITION OF THE PSC

The Parish Search Committee normally consists of seven people, including the two churchwardens. It could be nine, in a multipoint parish. The other five [seven] members are chosen at a special Vestry meeting chaired by the area Archdeacon. Names may be proposed by a Nominating Committee, and/or proposed from the floor. Those proposed must be members of Vestry as defined in Canon 26 of the Diocese of Montreal. Employees of the parish and their spouses are ineligible, and there should be no two members from the same household. In the process of nomination and election, care should be taken to ensure that the committee reflects the demography of the parish in terms of such common factors as age, race, sex, and any other factors particular to that parish.

HOW LONG WILL THIS TAKE?

Like any other venture in life, a good job requires an investment of time. Generally, the diocese has found that the total search process, from the departure of one incumbent to the arrival of the next, takes six months to a year. You should be prepared to give this process at least one evening a week for the next three months. You may find your involvement increases with particular tasks such as interviewing.

IS THIS PROCESS THE SAME AS THE ONE AT MY WORK?

Although this may seem like a normal search procedure found in most workplaces, keep in mind that you are representing a Christian organization and will be expected to reflect its norms, values and practices. Openness to the Holy Spirit, the use of prayer and a diligence for justice and equity are all integral components of the Christian life. Often good business practices will have to be adapted to suit your particular needs.

PRAYERS FOR THE PARISH SEARCH COMMITTEE

Almighty God, who knowest the needs of thy Church in every place: Look graciously at this time upon the people of this parish; and give to them a faithful pastor, who shall feed thy flock according to thy will, and make ready a people acceptable unto thee; through Jesus Christ our Lord. Amen.

Book of Common Prayer, page 45

Almighty God, giver of all good gifts, look on your Church with grace, and guide the minds of those who shall choose a Priest for this parish, that we may receive a faithful servant who will care for your people and support us in our ministries; through Jesus Christ our Lord. Amen.

Book of Alternative Services, page 676

WHERE DO WE BEGIN?

1. Elect a chairperson and secretary.
2. Complete reading this guide.
3. Arrange a meeting date with the area Archdeacon.

4. Acquire from your Archdeacon or from the diocesan office a copy (disc or hard copy) of the Parish Profile form.
5. Be familiar with the relevant diocesan, provincial and General synod canons and protocols (all parish offices have a copy of the Canons) with regard to clergy status and discipline. *NB Canons are our church law, not just guidelines, and must be complied with at all times.*
6. Be aware of provincial legislation in matters of employment: see especially p.8, Charte des droits et libertés de la personne du Québec.

Resist the urge to go further before your meeting with the area Archdeacon. A hasty, uninformed beginning may cause grief, hurt feelings and lots of wasted effort.

WHAT IS THE ROLE OF THE PSC CHAIRPERSON?

The chairperson is responsible for ensuring that regular contact is maintained with the area Archdeacon, that the process keeps to its suggested time-line, and that all members of the committee participate equally, as much as possible. The first task for the chairperson is to contact the area Archdeacon and forward to him/her the names and addresses of the PSC members.

At the end of the process, it is important for the chairperson to write thank you letters to those who responded to the Parish Profile (whether or not they were interviewed), to those who were interviewed but not nominated, and, finally, to the PSC members.

THE PSC AND THE AREA ARCHDEACON

Your area Archdeacon will go over the Parish Profile form with you, and clarify any questions you may have. If issues of Interim Ministry or other provision for on-going priestly service in the parish have not already been arranged with the Wardens, this may be a time to discuss them. However, this is really quite a separate issue, and the PSC is **not** to function as a board of management.

The Archdeacon acts as a resource and counsellor through the entire process, receives the final draft of the Parish Profile, and may have comments to make or even ask for revisions. The final document is signed by the Archdeacon and by the Chair.

THE PARISH PROFILE

The first job of the PSC is to draw up a Parish Profile. There is a standard diocesan form for this purpose, which outlines various ways a Profile can be drawn up through consultation within the parish.

The Profile is a crucial document, because potential candidates will use this document to form an impression of the parish, and you will use their responses to the Profile to form an initial impression of them.

EXAMPLES OF PITFALLS TO AVOID

Do not attempt to make the parish sound better than it is by downplaying financial, property or spiritual problems. Tell it as it is. You may scare off some clergy, but that is better than having a deeply unhappy and disappointed incumbent who feels he/she was “sold a bill of goods”.

Do not make claims you have not fully thought through, for example, “we want more young people and new members”. To bring new members and young people into the church requires a lot of change and planning on the part of the parish. One of the biggest areas of parish discontent with clergy arises from unrealistic expectations with little support.

THE SEARCH PLAN

Using your parish profile, develop a list of the three to five most urgent priorities your parish wants to address over the next few years. Keep these priorities in mind as you frame your interview questions and work toward a decision.

TIMING

Search Committees should not feel under pressure. The Canons stipulate that the Bishop has the right to appoint if a nomination is not made within three months of a vacancy, but in fact the “threat” to implement that rule is only made if there is an undue delay – e.g., six months or so.

INTERIM PRIESTS

These days most parishes have an Interim priest during an interregnum. This facilitates the PSC’s role, in the on-going pastoral care is provided, so there is less pressure for a quick appointment. The Interim also works with the parish as a whole on any issues unresolved from the past and

on visioning for the future, and with the PSG on preparing a realistic Parish Profile.

THE FOLLOW-UP TO THE PARISH PROFILE

Once the Parish Profile is completed to the satisfaction of the PSC and the Archdeacon, you may want to submit it to the parish (Advisory Board, Vestry) to ensure it is “owned” by them. This is not mandatory – it could depend, for example, on the size of the parish or the mandate given by Vestry to the PSC.

The final Profile is sent to the Bishop, and a meeting is arranged with the PSC, the regional Archdeacon and the Bishop. At this meeting, names will be proposed of priests to whom the Profile might be sent.

Some of these will be names suggested to the PSC by parishioners; some will be names proposed by the Bishop or Archdeacon from within the diocese or beyond. (The Bishop often has a pool of names of clergy seeking positions in the diocese.)

Some names may be unacceptable to the Bishop; some will be ineligible for a move at this time.

Whether or not the Bishop gives permission to look outside the diocese will depend partly on whether there are many priests within the diocese seeking moves, or expressing an interest in your particular parish. Clearly the Bishop’s first responsibility is to the diocesan clergy. (See next page for more information about candidates from out of the diocese.)

Permission to advertise the position in the church press is the Bishop’s prerogative, and is usually only given when more immediate possibilities have been exhausted. Replies must come in to the Bishop’s Office.

The meeting will decide to whom, out of all the names discussed, the Profile should be sent. The Chair follows up on this, with a covering letter.

On the basis of the replies received, the process of interviewing and visiting is begun.

CONFIDENTIALITY

It is imperative that, from this point on, all deliberations be held in the strictest confidence. Information relating to the candidates’ list or

interview list, specifics of the candidates, their interview, how they fared in the nomination process, or the PSC recommendations may not be discussed with individuals (including those who may have proposed their names), nor at vestry meetings, advisory boards or other parish meetings or functions. Never divulge the candidates' list, interview list, interview responses or the PSC recommendations to anyone, other than the area Archdeacon.

Damage can result from inappropriate comment. The Archdeacon reserves the right to stop the search process if it is felt there has been indiscreet behaviour in this regard.

INFORMATION SHARING

Although you cannot discuss candidates, it is appropriate to keep the parish, groups and committees informed of the process and your projected timeline. The more information you share in this regard the better.

OUT-OF-DIOCESE CANDIDATES

Interest in your parish may be expressed from outside the diocese, e.g. by a priest who has read of your search on your website. Likewise, parishioners and others may suggest possible candidates who belong to another diocese. In every case, permission to follow up on these possibilities must be obtained from the Bishop. The reason for this is the courtesy that one diocesan bishop always asks the permission of another to go "shepherd-stealing"! Please note that the Bishop will not appoint a candidate from outside the diocese without having had a personal interview with him or her.

RÉSUMÉS

The Diocese has a file on all diocesan clergy, and on those from outside who have indicated an interest in coming here. These dossiers include information about the candidate's work history, education, committee involvement and ministry objectives, and most of this information would be available to the PSC.

Keep in mind that the résumé will not give you all the information you are looking for and should only be used to help you make your first screening. Never rely on it as the sole determining factor in making your selection.

A FEW CAVEATS AND REASSURANCES

Do not be dismayed if you have a very short list of candidates. The Bishop may have a firm conviction about who is the best person for your parish at this time, and may propose only one name to you (though you may have others to propose to the Bishop).

Do not feel slighted if few clergy apply for your position: this could be interpreted as a compliment ("I don't feel up to such an active parish") rather than a slur ("Who'd want to go there?")

If you're feeling any anxiety, speak to your Archdeacon.

All those on the candidates' list must be interviewed.

The canons of the Diocese state that the right of appointment lapses to the Bishop if the parish does not nominate within three months' of the previous incumbent's departure. This right is seldom exercised, but the Bishop will often set a deadline once the interview process has begun.

VISITING THE CANDIDATES' CHURCHES

Although "church-crawling" to see candidates functioning in their home churches is often derided, it makes good sense that the PSC should have some sense of how candidates function at the altar and in the pulpit, and how they interact with their people.

Such a visit should be done discreetly, as it's extremely disruptive for parishioners to discover their incumbent is being considered for another appointment. Only a few members should visit at one time and they should space themselves throughout the church.

THINGS TO KEEP IN MIND

1. The traditions and customs you observe in the service may reveal more about the priest's ability to adapt to that parish than it does about his/her personal worship preferences.
2. Do not focus unduly on the sermon. It may be the one bad one of the year (or the one good one!).
3. Observe the priest's ability to give leadership in spiritual matters, revealed in his/her love for the people and the general feel of the service.

***BEFORE YOU GO ON TO THE INTERVIEW STAGE
PLEASE DIGEST THE FOLLOWING:***

EXTRACT FROM CHARTER OF HUMAN RIGHTS AND FREEDOMS

CHAPTER I.1

RIGHT TO EQUAL RECOGNITION AND EXERCISE OF RIGHTS AND FREEDOMS

10. Every person has a right to full and equal recognition and exercise of his human rights and freedoms, without distinction, exclusion or preference based on race, colour, sex, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

The above is fundamental employment policy in Quebec.

Article 20 of the Charter allows this exception:

20. A distinction, exclusion or preference based on the aptitudes or qualifications required for an employment, or justified by the charitable, philanthropic, religious, political or educational nature of a non-profit institution or of an institution devoted exclusively to the well-being of an ethnic group, is deemed non-discriminatory.

STIPEND AND PENSION

The Diocese stipulates a minimum stipend, and there are other benefits built in which are part of the package of remuneration. There is also a travel reimbursement.

Please ensure that candidates from out-of-diocese are *au fait* with our diocesan plan which differs from the General Synod plan. Details may be obtained from the Accounting Office.

RECTORY

PSCs should be aware that many of the parish clergy these days prefer to receive a housing allowance and provide their own housing. This could be a factor in the process of nomination / acceptance.

OTHER FACTORS – FAMILIES, ETC.

Some factors to take into account:

1. Remember the Charter. To deny appointment to a priest because he or she didn't have a family or was middle-aged would be a violation of the Charter.
2. On the other hand, if the CV did not indicate there was a family, and the question was asked "Since you have no family, would you want to live in the rectory?", and it turned out there was a family after all, the PSC might wonder why the CV had not mentioned the candidate's domestic circumstances!
3. Remember that it's the priest who is being appointed, not the family. On the other hand, the family can play quite a role in a priest's decision to move. The adequacy of housing or housing allowance, job opportunities for a working spouse, education opportunities for children: all these can legitimately affect the decision to offer or to accept a position.

OTHERS' EXPECTATIONS – EX. THE BISHOP'S

The appointment finally depends on the Bishop, and the Bishop, too, has expectations of the diocesan clergy. These are clearly stated in the Letter of Appointment which is signed by all parish priests prior to their institution and induction, and it would be only fair to let candidates know what is expected of them by enclosing a copy of this letter with the Profile. You will find an example of the letter at the end of this booklet.

EXPENSES

It is common courtesy for the parish to pay the expenses of candidates coming for interviews. This might only involve car travel and a meal if the candidate is from within the diocese, but might involve accommodation and air or rail travel if from further afield. It would not, at this point, be customary for the spouse or other family member to accompany the candidate.

THE INTERVIEW PROCESS

The purpose of the interview is to assist you and the candidates to discover if you suit each other. The interview is therefore a process of

information exchange in which both priest and PSC members are entitled to query each other regarding their respective gifts, needs and aspirations.

TYPE OF INTERVIEW

The Diocese recommends a semi-structured interview in which the PSC members ask a number of questions in a fairly consistent format making sure there is an opportunity for further probing and clarification. Always make sure there is ample time allotted for the **candidate** to ask questions.

INTERVIEW QUESTIONS

Develop your list of interview questions (see below). Make sure they take into consideration your three to five main needs, and that they are job-related and relevant. You are responsible for making sure that the interview is conducted in a professional manner. Just because your parish is a religious body and is not (probably!) a large, profit-making corporation does not excuse it from operating within legal and professional parameters. Lack of experience, smallness of the parish, or informality of the interview are not appropriate excuses for irresponsible interview questions.

Questions of stipend and housing – what you are offering, what the candidate’s needs or expectations are – are legitimate factors in the nomination process. The diocese has norms, including a minimum stipend based on age and years of ordination, but to offer the minimum you can get away with is not perhaps the highest incentive (or compliment) to a candidate!

EXAMPLES OF WHAT YOU MUST NOT TO ASK

- Will your spouse teach Sunday School?
- How much do you plan to give to the church?
- How much is your present stipend?
- How old are you?
- Will your children be attending church?
- Will you be starting a family soon?
- Were you born in this country?
- Do you have any disabilities?

Look at each one of your interview questions and ask yourself if it is related to the profile and the parish’s principal needs. It may provide interesting information, but if it does not help you determine whether

the person has the right abilities it is inappropriate. It could also get you, the parish and the diocese into trouble with the Commission des droits de la personne (Human Rights Commission). More importantly, as Christians, it violates our sense of justice.

If the priest offers information about his or her family, disability or lifestyle, then it is open for discussion. But be careful that you do not say something you may regret later. You can meet the spouse on a social basis, but in no way should he/she be interviewed.

HOW TO STRUCTURE GOOD QUESTIONS

Some questions require a direct yes or no. For example, "Do you know how to use a computer?" Generally you want to avoid this type of question. Ministry is difficult to explain in simple yes and no answers and so you will require broad open questions that draw out feelings, opinions, thoughts, perspectives and behaviour. Begin your questions with words like "Describe...", "Tell us about...", and "How do you feel about..."

Some questions you may want to consider (though one would look for the answers first of all in the candidate's response to the Parish Profile):

What attracted you to this position?

What experiences or duties have prepared you for this position and make you a good candidate?

What specific strengths make you effective in your present position?

What in ministry gives you the most joy, and why?

What in ministry do you find the most challenging?

What sort of leadership makes a strong parish?

What do you try to achieve in your preaching?

Do you consider yourself to be flexible?

Can you give an example?

Can you tell us about a time when you had to deal with a difficult parishioner regarding a complaint about liturgy?

How did you handle the situation?

Tell us about a time which was very stressful. How did you cope?

Give us an example of how you motivate and enable your parishioners to be effective in their ministry.

THE INTERVIEW: PLANNING AND PROCESS

1. The Chair is responsible for the good order of the interviews.
2. Choose a quiet and private place. Make sure the room is pleasant, comfortable and allows for everyone to be seated at the same level. No one should be behind a desk. Do not sit in pews in the nave of a church. Instead, find a space where seats can be placed in a circle.
3. Decide *in advance*, as a group, on 10 to 15 questions set in some meaningful order. Avoid unnecessary questions. If the priest inadvertently answers your next planned question, leave it and go on.
4. Let each member of the group determine which question they will ask and in what order. You may want to be flexible with the order. It is important, though, to have questions nailed down to overcome any awkward first moments.
5. Everyone should have paper and a pen to record some of the pertinent comments made by the priest. Note-taking should be as unobtrusive as possible. Stop taking notes and listen attentively when a sensitive issue is being addressed.
6. Welcome the candidate and attempt to put him/her at ease. Candidates coming from a distance may require a moment or two to pull themselves together after the drive. Take their coat, offer them refreshments, and introduce them to the PSC members. Spend a few minutes in small talk before you launch into the interview questions.
7. You will want to begin with a prayer. Someone should be prepared in advance to do this.
8. Explain the objectives of the interview and how you will proceed. Let the candidates know how long you expect the interview to take.
9. Begin by asking the candidates to go over their résumé, highlighting educational background, work history and ministry goals. The rest of the questions follow from there.
10. Use your list of questions as a guide. You may occasionally want to elaborate on a point or explore another area as seems appropriate.

11. Allow a time for the candidates to ask questions and gather more information about the parish.
12. Allow time after the interview for discussion and evaluation of the candidate. Make sure every member of the PSC has a chance to comment. The experience within the diocese is that most interviews are approximately one and a half hours long. Interviews should not go over two hours.
13. The Chair should make sure to send the candidates a thank you note following the interviews.

THINGS TO KEEP IN MIND

- Develop a good rapport with the candidate. You and the priest will get a truer picture of each other if you make the effort to create a trusting environment.
- Be positive and encouraging when listening to answers.
- Give time for the priest to answer the questions adequately. Do not interrupt or answer for the priest.
- You may get a period of silences after a question. A few seconds of silence in an interview feels like an hour – resist the impulse to rush in with talk.
- Rephrase the question if the priest does not fully understand or can't immediately think of a response.
- The Chair should not hesitate to intervene to keep the proceedings on track. Don't be too timid. The priest is expecting you to keep the interview focused and will want you to indicate when you feel he/she answered your questions adequately.
- Keep the interview positive. Never speak negatively about the former incumbent or other applicants. Maintain a non-judgmental, professional demeanour at all times.

INTERVIEW PITFALLS TO AVOID

Stereotyping

It is tempting to rate a candidate positively or negatively on the basis of physical and personal characteristics unrelated to the candidate's qualifications.

Halo and Horn Effect	Resist the tendency to rate the priest as good or bad on the basis of one trait or comment. Remember, people are complicated, never wholly good or bad.
Projection	This occurs when a group transfers its own feelings of either awkwardness or cohesiveness onto the priest being interviewed. The projection of awkwardness and of being ill at ease usually occurs during the first interview when the group is still learning how to work together. This awkward feeling within the group can mistakenly be transferred to the candidate, leaving the PSC with a poor impression.
Comparison Error	This happens when candidates are rated on the basis of how they compare with others rather than on their own merits. A very good candidate may rate less only because he/she followed an outstanding candidate. Ultimately, there will be comparisons made but, at first, make every effort to treat each interview independently.
First Impressions	This pitfall refers to interviewers making up their minds at a very early point in the interview. These premature judgments are often based on irrelevant factors such as the way the priest smiles, a handshake, the colour of his/her suit.

CONCLUSION

Once the interviews are over, some sifting out has to be done. Keep in close touch with the Archdeacon. Do not hesitate to ask for a second interview with one or more of the candidates.

Once a decision has been reached, the PSC conveys the name to the area Archdeacon and to the Bishop. The offer to the priest will be made by the Bishop (or delegated to the Archdeacon). The PSC should not approach the priest.

AND FINALLY...

You have been part of a very important process which will have a significant impact on the future of your parish. It is important that you continue to be faithful, and offer your support to the priest you helped to choose. Your new incumbent probably knows no others in the parish beyond the PSC members and is not familiar with local customs. He/she comes amongst you with a deep desire to serve in your parish, believing that this is where God wants him/her to minister. There may be moments when your insight and expertise will be needed. The effectiveness of the ministry of your new priest will depend heavily on your continued and faithful participation and that of the rest of the congregation. God bless you as you serve in this very special ministry which belongs to all God's people.

SAMPLE LETTER TO THE CANDIDATE

November 31, 2015

Dear Father Whatshisname,

Your name has been suggested to us as a possible future incumbent of this parish, and as chair of the Search Committee I am therefore sending you the enclosed Parish Profile.

If you would be interested in the possibility of a move to this parish at this time, we would be grateful if you would respond to the Profile. According to the Guidelines on which Search Committees operate in the Diocese of Montreal, it is upon the response to the Profile that potential candidates may be interviewed and a recommendation made to the Bishop.

We would be particularly interested in knowing how you think your training, experience and vision would be valuable within the overall life and ministry of this parish, and our perceived needs for priestly ministry as stated in this Profile.

We look forward to hearing from you.

Yours in Christ,

Chair

SAMPLE LETTER OF APPOINTMENT

January 12, 2025

Name of the Priest

Home Address of the Priest

City, Province and Postal Code of the Priest

Dear Salutation,

On the unanimous nomination of the Parish Selection Committee and with the concurrence of *Insert name of Archdeacon*, Archdeacon of *Name of Archdeaconry*, I am pleased to appoint you as Incumbent of the Parish of *Name of Parish*, effective *Date of Effect*. I would ask you to consult with the Reverend *Name of Regional Dean*, Regional Dean of *Deanery* on the liturgy for the service, as *he/she* will be responsible for the rehearsal. As is now our common practice, the Archdeacon will be responsible for a periodic review of the ministry of the parish, the first being within three years of your appointment.

You will be guided in taking up your new responsibilities by a number of undertakings set forth in the service of Induction, by your understanding of Scripture, by the example of the early Church and by the Anglican tradition as we have received it. You will be accountable to your Archdeacon and to your Bishop with whom you share responsibility for the spiritual health and well being of the parish and its people. With the Church wardens, you share responsibility for the administration of the parish, its properties and finances, as governed by the Church Temporalities Act of the Province of Quebec, under the supervision of your Archdeacon.

As a priest of the Diocese of Montreal you will be expected to share in the wider work of the Diocese and to support your colleagues in ministry. Attendance at inductions, ordinations, meetings of the deanery clericus, Synod meetings, clergy conferences and information days should be a priority, and you will be called upon from time to time to take your part in committee work outside the parish. Overall such involvements should not take more than an average of one day a week. Your example should encourage the laity in your parish to share in the life of the Church beyond the parish as well.

You are encouraged to seek opportunities for ecumenical collaboration and for building mutual understanding and respect among churches within your parish. You are encouraged to make yourself known to leaders of other aspects of life in the community you serve, and to cooperate with them and others who work for the common good in your area.

While the rules which govern our common life change from time to time, it is important to understand those rules and to keep yourself abreast of such changes. Chief among these are the Constitution and Canons of the Diocese and the "Information for the Clergy" handbook. These are both consistent with the Constitution and Canons of the Ecclesiastical Province of Canada, of the

Anglican Church of Canada, and with the Church Temporalities Act, all of which are available for reference from the Bishop's office.

REMUNERATION AND BENEFITS

1. Your Stipend, as pre-agreed with the Archdeacon and the Wardens, will be paid from Synod Office. If you do not already have one, a schedule of dates of issue for the current year may be obtained from the Accounting Department.
2. Housing or housing allowance is provided for you. The Archdeacon is responsible for these negotiations.
3. Church related travel costs are paid by the parish at the rate of \$0.XX/km reimbursement. Travel costs for work outside the parish may be claimed through the appropriate Committee/Council/Board.
4. A clergy benefits brochure is enclosed. Please read this closely and consult the Comptroller to enrol, and/or for any clarification you may require.
5. A Group Registered Retirement Savings Plan is an option mentioned in the brochure. I urge you to consider carefully this option and additional insurance in the light of making adequate provision for your future.
6. The Clergy Pension Plan of the Diocese of Montreal will provide you with a pension based on your years of active service, up to age 65.
7. Continuing Education policy allows for an absence of up to three weeks annually, in addition to vacation, to enable you to undertake ongoing professional training. Details of the Plan are found in the Information for the Clergy Handbook. The cost of the plan is shared by you (\$150/year) and the Parish (\$450/year).
8. An Employee Assistance Programme is available through the diocese on an entirely confidential basis. The Bishop administers funds that may be needed to assist clergy and their families with the cost of counselling arising from personal, family and work related problems.
9. The Vacation Period includes one month during the summer and one week in the winter to compensate for missed holidays around Christmas and Easter.
10. An Employee Moving Assistance Programme is available through direct negotiations with the Archdeacon and the Wardens. Should you leave the employ of the Diocese within three years, the balance outstanding (on a prorated basis) will be immediately due and payable.

Your licence and appointment are subject to revocation for cause, including both breach of discipline and failure or lack of ability to exercise effective ministry. All licences and appointments are also subject to revocation, upon reasonable notice, should circumstances require the termination or redefinition of a particular ministry. In such cases every effort will be made to offer a suitable alternative. It is understood that no other work may be undertaken beyond your stated mandate without approval from the Bishop. It may be that you are already aware of many or all of the matters raised in this letter of appointment. They are outlined here in a single document to minimise the possibility of any misunderstanding as your ministry develops. Would you please sign the enclosed copy of this letter to indicate your acceptance of the terms and conditions of your appointment, and return it to me before the date of your induction.

Recognising the enormous challenge of ministry in unsettling times, I assure you of my prayers and support as you prepare yourself for the new work to which God calls you. May the grace of Christ lead you in humility and love, and the Holy Spirit teach and encourage you.

Yours faithfully,

The Right Reverend *Insert Name of the Bishop*

Bishop of Montreal

cc: The Territorial Archdeacon
 The Corporation
 The Regional Dean
 The Diocesan Comptroller

PARISH SEARCH CHECKLIST

- ☐ PSC is constituted at a Vestry chaired by the area Archdeacon after consultation between the Archdeacon and the churchwardens following the announcement of the incumbent's resignation.
- ☐ PSC elects its own chairperson who then arranges a meeting with the area Archdeacon and sends him/her the names of the PSC members. A secretary should also be elected.
- ☐ PSC members read this guide and the relevant canons and legislation.
- ☐ PSC completes the parish profile in consultation with the area Archdeacon, who may comment and suggest revisions. The Chair and the Archdeacon sign the Profile, and a copy is sent to the Bishop.
- ☐ PSC, Archdeacon and Bishop meet to draw up list of potential candidates.
- ☐ Chair sends Profile, with covering letter, to candidates.
- ☐ On basis of responses received to Profile, PSC determines which to interview and / or visit. Information from diocesan files may be requested at this point, or during the meeting with the Bishop.
- ☐ PSC may visit the churches of potential candidates during Sunday services.
- ☐ PSC determines the nature and locale of the interviews and the questions to be asked.
- ☐ PSC interviews/visits all clergy on the candidates' list.
- ☐ PSC recommends to the Archdeacon and the Bishop the candidate they deem most suitable for their parish.
- ☐ The Bishop offers the appointment and (if accepted) announces it.
- ☐ The Chair writes a thank you note to all candidates, and to all members of the committee.

NOTES

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