

Search Committee Charge

Sunday, June 4, 2023

With God's help, Christ with us, and empowered by the Holy Spirit, the Vestry of Christ Episcopal Church in Kent, Ohio, charges the Search Committee with the following:

1. Prayerfully and purposely conduct a process of discernment, in consultation with the Office of the Bishop of Ohio, to articulate the vision and ministry of Christ Episcopal Church, and search for clergy individual(s) to present to the Vestry for consideration to be called as priest-in-charge and later as Rector. In doing so, serve as ambassadors of our parish, Christ Episcopal Church, may be clearly and accurately presented to candidates.
2. Regularly spend appropriate time together in prayer in order to build a level of trust among members of the committee; select or create a prayer (collect) for use by all members of the congregation and for regular use in worship during the time of searching; in all aspects of the search process be cognizant of and guided by the Holy Spirit.
3. The Search Committee shall elect a Chairperson.
4. Support the Chairperson for the Search Committee. The Chairperson will use his/her skills to manage the process, organize meetings, set up subcommittees as needed, facilitate communication between the committee members, Vestry and parish and facilitate consensus making in all aspects of the committee's work.
5. Be regular in attending all scheduled committee meetings and conscientious in accomplishing assigned tasks between meetings.
6. In 2023 work within the budget approved for the search for travel and other expenses of the Search committee. Additional expenses must be approved by the Vestry. In subsequent years, submit a budget request by October 1st for the next year's work, including consultant fees and travel expenses.
7. Provide the Vestry with regular reports via the Vestry member who serves on the Search Committee and keep the congregation informed regarding the search process.
8. Together with parishioners, through questionnaires, parish meetings and focus groups, describe the current parish in the on-line web profile addressing who we are and where God is calling us to be. Other information to be included is our Mission and Vision Statements, Brief History of the Episcopal Church, and a description of the community.
9. Discern the characteristics and gifts required in a priest to partner with us in the leadership of this community, enabling our mission to be accomplished.
10. Complete the Office of Transition Ministry (OTM) Portfolio, share the draft with the Vestry for review and discuss it with the Canon for Transition Ministry to review the web-based profile and OTM portfolio.
11. Interview and communicate with candidates who demonstrate capacity to equip us for our ministries. Keep total confidentiality regarding all aspects and identities of the candidates.
12. If possible, arrange for candidate visits to the parish and, optionally as appropriate, committee member visits to interact with candidates who are the best fit for this parish.
13. Work with the Office of the Bishop of Ohio's staff to complete formal background checks and due diligence on candidate(s) to be presented to the Vestry. The Vestry will not receive any information identifying candidate names, current diocese etc., until the final candidate is presented.
14. Present to the Vestry for its consideration a candidate(s) to be the next Priest-in-Charge and then Rector. The name and qualifications of the candidate(s) will be presented at a joint meeting of the Vestry and the Search Committee. The Vestry may choose to interview (in person or by Zoom or other video technology) the candidate(s) before issuing a call.