

# *Appointments*

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## *1.1 Appointing Incumbents*

The process leading to the appointment of an incumbent to a parish is not a "selection process" but one of discernment. It begins with the parish, through the preparation of a parish profile, looking at itself, describing itself, and identifying its needs. It continues as potential candidates' abilities to meet those needs are assessed by the Episcopal Committee for Appointments consisting of archdeacons and lay persons appointed by the bishop, and then through an interview process with official representatives of the parish. This results in nominating a candidate to the bishop for a final decision.

The process is transparent, in that all steps are laid down in procedures and are well understood by all parties. Assessments and interviews require the participation of a number of people. By contrast, the identity of applicants and candidates is kept confidential, known only to those involved in the process. This confidentiality is essential for the protection of the applicants and candidates, as well as of their parishes and the parish to which an incumbent is being appointed. Since this is a discernment process rather than a competitive one, it is not necessary for a candidate to know who other candidates are.

Details of the bishop's authority to appoint clergy within the Diocese of Ottawa are set out in Diocesan Canon 4. It is to be clear that the bishop has not only the authority to appoint clergy within the diocese but absolute discretion in the appointment process.

The priest is appointed to the office of incumbent and is neither the "employee" of the diocese or of the parish nor an independent contractor. Instead, the priest is appointed by the bishop to hold the office of incumbent in a particular parish, to share in the bishop's apostolic and pastoral authority over the parish, and to receive the remuneration attached to that office. The bishop's letter of appointment (Annex 1.1) describes the terms and conditions of the appointment.

*Appointments may be revoked under the provisions of General Synod Canon XVII (anticipated in May 1998). Clergy should be familiar with this canon*



*and with the appendix to the Letter of Appointment.*

It is the policy of the Diocese of Ottawa to ensure that the appointments process is consistent with human rights legislation.

## *1.2 Diocesan Appointment Procedures*

*Canon C.4.06 of the Diocese of Ottawa specifies that the Diocesan Bishop has the sole right of patronage with respect to clerical appointments, to be exercised in consultation with parish committees comprising churchwardens and lay members of Synod. This document outlines the appointment procedures followed in the Diocese of Ottawa.*

### ***Preliminary Considerations:***

*The bishop, in consultation with the territorial archdeacon and official Parish Committee (churchwardens and lay members of Synod only), will consider the current situation and viability of the parish before deciding when to initiate the appointment procedures. This consultation will also assist the bishop in determining the nature of the appointment (e.g., full-time vs. half-time, normal incumbency vs. specific contract, etc.) or whether any particular eligibility criteria will apply. The territorial archdeacon normally uses this time to initiate the preparation of a parish profile, and to agree on deadlines for its completion (usually within four weeks).*

*If an appointment is to be made, the Parish Committee will follow one of two paths: either the position is advertised and interested clergy make application; or the bishop invites the Parish Committee to consider the candidacy of a priest recommended by the bishop.*

*If the position is advertised and interested clergy make application:*

- 1. The Parish Committee indicates its wish or consents to advertising the position, and agrees to a deadline for responses from applicants (usually the week before a scheduled Episcopal Committee for Appointments (ECA) meeting).*
- 2. The position is usually advertised in a letter to archdeacons and regional deans, on OTTAWA CHAT and in Community News, with the response deadline and any eligibility criteria clearly indicated.*
- 3. The Parish Committee presents a draft copy of the parish profile to the archdeacon for review.*
- 4. The parish profile is finished and made available to eligible applicants.*
- 5. The bishop reviews all applications before they are forwarded to the ECA. The ECA meets and selects up to three candidates from the remaining applications. Selected candidates and applicants not selected are notified by the Bishop's Office as soon as possible.*
- 6. The territorial archdeacon contacts the Parish Committee and arranges a meeting of the Joint Committee (the Parish Committee, the archdeacon, and a member of the*

*ECA). The Joint Committee reviews responses (which now include a statement of the current cost of priestly services for each candidate) and prepares for interviewing. The archdeacon arranges interviews as required.*

- 7. Interviews with the candidates and the Joint Committee proceed. (No more than six churchwardens or lay members of Synod may participate in the interviewing). The Joint Committee reaches a decision about which priest is to be nominated following the interviews.*
- 8. The archdeacon informs the bishop of the decision of the Joint Committee. The bishop consults with the nominated priest. The bishop makes a final decision and announces the appointment. Prior to the announcement, the Bishop's Office informs the other candidates that an appointment has been made .*

***If the bishop invites the Parish Committee to consider the candidacy of a priest recommended by the bishop:***

- 1. At the request of the Parish Committee, or following consideration by the ECA, the bishop or archdeacon invites the Parish Committee to consider the candidacy of a priest recommended by the bishop. It is made clear that only serious reservations would prevent the appointment from proceeding.*
- 2. With the consent of the Parish Committee, the priest*



*recommended by the bishop is approached, is given a copy of the parish profile, and is invited to consider the appointment.*

3. *With the consent of all concerned, an interview is arranged and attended by the archdeacon.*
4. *The Parish Committee and the candidate indicate their willingness to proceed with the appointment to the archdeacon. The bishop either makes the appointment or invites the parish to consider advertising the position.*



### *1.3 Appointing Assistant Curates*

The process of appointing assistant curates is, in some respects, similar to that of appointing incumbents; in other respects, the process is different. It is similar in that it is transparent (well understood and clear in its progression) yet requires that all persons involved directly in the process respect the confidentiality of the identity of candidates and the appointee during the process. It is different in that, as part of the process of discernment, the candidates for the appointment do not review a parish profile to help them determine whether they meet the needs of the parish. Rather, it is the bishop, the incumbent, and the parish that carry out the discernment process.



## *1.4 Procedures for Appointing Assistant Curates*

The steps in the appointment process are normally as follows:

1. The churchwardens of the parish authorize the position of assistant curate. This implies that there is both a need for the position and the ability to provide the necessary remuneration for at least two years. The Corporation then advises the bishop that the parish has a position for an assistant curate.
2. The bishop reviews the potential candidates (ordained and not ordained) for the position and refers one or more of these potential candidates to the incumbent.
3. The incumbent reviews the list of referred candidates and, after consultation with the churchwardens, selects from the list those to be interviewed.
4. The incumbent first interviews the candidates alone. Then the incumbent and churchwardens interview the candidates.
5. The incumbent, in consultation with the wardens, nominates a candidate to the bishop for appointment as assistant curate. The bishop consults with the nominated candidate, makes the final decision, and announces the appointment. Where the candidate is not yet ordained, the bishop indicates that upon ordination the candidate will become assistant curate in the parish. The bishop may specify the duration of that appointment.



## *1.5 Interim Appointments*

When an incumbency is vacant between appointments, or when the incumbent is on extended leave, the bishop (or the archdeacon on behalf of the bishop) will appoint a priest to provide interim ministry. Unless otherwise requested by the bishop or the archdeacon, clergy in interim appointments will provide basic priestly services (ie., presiding at scheduled services of worship, funerals, routine pastoral care, pastoral emergencies). Clergy providing interim ministry between appointments are normally not eligible to apply for the vacant position.



## *1.6 Other Appointments*

The bishop also has the discretion and authority to make the following appointments:

- The Dean of Ottawa
- Canons of the Cathedral
- Minor Canons
- Archdeacons
- Regional Deans
- Diocesan staff
- Chaplains

The tenures of these positions, and other aspects of appointment to them, are set out in Diocesan Canon 4.



## *Annex 1.1 Sample Letter of Appointment*

The Reverend

Dear :

I am pleased to appoint you as the Incumbent of the Parish of effective .

For the balance of *current year* your stipend will continue at the rate of per annum as set by the Bishop's Salary Board in late *previous year*. The travel allowance for this parish is per annum. I understand that a *rectory/housing allowance* will be provided for you. Should any problem arise, please contact me.

You will be guided in taking up your new responsibilities by a number of undertakings set forth in Scripture, the Ordinals, the service of Induction, and by the example of faithful pastors throughout the ages and 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 churchwardens and lay leaders in your parish, you also share a responsibility for the administration of the parish, including its properties and finances, as governed by Civil and Canon Law. It is very important that you work co-operatively with the laity for the glorification of God and the edification of God's people.

As a priest of the Diocese of Ottawa 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 and great chapter, 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 and other activities 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 also encouraged to make yourself known to leaders of other aspects of life in the community you serve, and to co-operate with them and others who work for the common good in your area.

Although the rules which govern our common life change from time to time, it is important to understand those rules and to keep abreast of such changes.

Chief among these are the Canons, By-Laws and Regulations of the Diocese of Ottawa. If you do not have a copy of these you should make sure that you get one and become fully familiar with the contents. These Diocesan Canons are consistent with the Constitution and Canons of the Ecclesiastical Province of Ontario and of the Anglican Church of Canada.

As servants of the church and its people, our primary responsibility is to those whom we serve as outlined in our ordination vows. The criteria for ministry must be based on the concept of service and adherence to the discipline and doctrine of the church.

It may be that you are already aware of many or all of the matters raised in this letter of appointment and its appendix which contains important information about appointments in this diocese. These terms and conditions are outlined here in a single document to minimize the possibility of any misunderstanding as your ministry develops. 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

Recognizing 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,

Bishop of Ottawa

Encl.  
c.c. The Venerable



Accepted: _____ _____
Date: _____ _____

## *APPENDIX TO THE LETTER OF APPOINTMENT*

### *Remuneration and Benefits*

1. Your stipend and transportation allowance and housing allowance (if applicable) will be paid by the Synod Office.
2. Housing or housing allowance will be provided for you; the archdeacon is responsible for the negotiations with the parish.
3. **Clergy Benefits** Details of the various benefits and options that are available will be provided to you.
4. **Clergy Pensions** Clergy in the Diocese of Ottawa must be members of the General Synod Pension Plan. A full brochure will be provided to you by General Synod.
5. **Clergy Retirement Allowance Fund** All clergy participate in the Diocese of Ottawa "Clergy Retirement Allowance Fund". This fund is funded by the employer. Statements are provided annually to members.
6. **Registered Retirement Savings Plan** The diocese participates with Canada Trust by means of payroll deduction in a RRSP. This is optional.
7. **Continuing Education** All active clergy in the diocese participate in the General Synod Continuing Education Plan. In addition, the Diocese of Ottawa administers a Continuing Education Plan. Details of the two plans will be provided to you.
8. **Employee Assistance Plan** This plan which is available to lay employees is also available to clergy and members of the clergy family on an entirely confidential basis. This plan is administered by the Ottawa Pastoral Centre. Further information is available from the Ottawa Pastoral Centre.
9. **Canons, By-Laws and Regulations** A complete set of Canons, By-Laws and Regulations of the Diocese of Ottawa is provided to all clergy. In addition, Canons of General Synod and Provincial Synod of Ontario are provided to all clergy.

Additional information is available from the Director of Administration or the Diocesan Accountant (613)232-7124. Information on the General Synod Pension Plan or General Synod Continuing Education Plan is available at 1-800-265-1070.

The Diocese of Ottawa reserves the right to revoke licenses and appointments. When remuneration is attached to an appointment, then revocation will result in the termination of payments. In cases where notice is required, it is understood and agreed that reasonable notice shall be calculated in the following manner:

- (a) clergy members who have served in the Diocese of Ottawa for less than five years shall be entitled to notice in accordance with the provisions of the *Employment Standards Act of Ontario (ESA)* or the *Act Respecting Labour Standards (Quebec) (ARLS)*;
- (b) clergy members who have served in the Diocese of Ottawa for a period of five years or more but less than ten years shall be entitled to notice and severance pay in accordance with the provisions of the *ESA* or *ARLS* plus such additional notice or pay in lieu of notice as the Diocese of Ottawa may, in its sole discretion, determine. In no case shall the combination of payments under the *ESA* or *ARLS* plus additional pay in lieu of notice as determined by the Diocese of Ottawa exceed a total of six months stipend and allowance;
- (c) clergy members who have served in the Diocese of Ottawa for a period of ten years or more shall be entitled to notice and severance pay in accordance with the provisions of the *ESA* or *ARLS* plus such additional notice or pay in lieu of notice as the Diocese of Ottawa may, in its sole discretion, determine. In no case shall the combination of payments under the *ESA* or *ARLS* plus additional pay in lieu of notice as determined by the Diocese of Ottawa exceed twelve months stipend and notice.

It is understood that no secular employment or paid work may be undertaken beyond your stated mandate without approval from the bishop.

Bishop's Office,



Diocese of Ottawa



## *Annex 1.2 Guidelines for Clergy responding to a Parish Profile*

These guidelines have been prepared to assist clergy who have prayerfully decided to apply for an advertised position by responding to the associated parish profile. A response to a parish profile normally has three “parts”; guidelines for each part are summarized below:

### **1. A covering letter from the applicant to the bishop (optional)**

While covering letters to the bishop are not necessary, they may contain information the applicant wants the bishop to be aware of as applications are considered. Covering letters to the bishop are *not* shared with the Episcopal Committee for Appointments or parish committees.

### **2. A response to the parish profile**

The purpose of a parish profile is to provide information on the life and ministry of a parish. The profile allows the lay leadership of a parish to describe the particular situation of their community as it anticipates a change in ordained leadership. Parish profiles are prepared according to a set form, with additional information provided if the parish chooses.

Although there is no perfect formula for responding to a parish profile, the following considerations are worth bearing in mind:

1. Respond specifically to what has been written in the profile.
2. Demonstrate how your gifts, experience or perspective suit the position.
3. Feel free to make challenging comments in an appropriate manner.
4. Remember that what you write will be taken seriously.

A response may take the following format:

*Title:*                   **The Reverend A. N. Applicant**  
                                  **Response to the profile of the Parish of X**

*Introduction:* Some introductory information, indicating that more information is in the attached C.V. or résumé.

*Body:* A number of paragraphs, possibly subtitled, containing your response to what has been written in the parish profile.

*Conclusion:* Some suitable closing remarks

### 3. A curriculum vitae or résumé

Generally speaking, this part of a response need not be more than two pages in length, and need only contain information that is germane to the position. Experience that simply may be of interest should be succinctly summarized.

For example:

**The Reverend A. N. Applicant**

#### **Education**

*Start with most recent:*

Year                      Degree/Diploma (*honours*); College or University,  
Location

#### **Ordained Ministry**

*Start with most recent:*

Years                      Position, Parish Name, Diocese  
                                    Descriptive information (*optional*)

#### **Other Experience**

*Start with most recent:*

Years                      Position, Employer, Location  
                                    Brief description of duties or experience gained

#### **Personal Information (*optional*)**



### References *(optional)*

“References available upon request.” *Be prepared to provide them.*

#### 4. After a response has been submitted

Section 1.2 of the Clergy Personnel Policy outlines the steps that are followed when a position is advertised and interested clergy make application. Items 5 to 8 describe what happens after the deadline for responding to an advertised position has passed.

**Note:** The fact that you have made application, and any outcomes, are to be kept strictly confidential.

### *Annex 1.3 Interviewing Guidelines for Joint Committees*

These guidelines have been prepared to assist Joint Committees (comprising churchwardens and lay members of Synod, and two members of the Episcopal Committee for Appointments) as they interview candidates who have been recommended by the Episcopal Committee for Appointments. A key function of the interview is to discern whether there is a match between a candidate and the needs a parish has identified in its profile. The interview is the opportunity for the parish to assess the suitability of a candidate and for candidates to obtain information helpful in making their own conclusions about the parish.

**Please note that no more than six churchwardens and lay members of Synod may participate in the interviewing.**

From the Joint Committee's perspective, the success of the interview will be enhanced if those who are conducting the interview focus on the interview as two parts:

1) planning the interview and 2) conducting the interview.

#### **1. Planning the Interview**

In advance of the interviewing process the Joint Committee will meet and consider the following:

- a. Identify who will be primarily responsible for co-ordinating the overall interviewing process. This co-ordinating interviewer will:
  - a) handle the introductions;
  - b) ensure that everyone has an

- 
- opportunity to ask questions; and c) close the interview.*
- b. With reference to the parish profile, identify the key requirements which, if not met, would probably result in a less than successful appointment. **These requirements should be the primary focus of the interview.** Other requirements may also be identified but should be considered "wants" not "musts".*
  - c. Allocate the key requirement areas by interviewer and decide on the question or questions to be used to elicit information to determine the candidate's ability to meet each requirement. **The same basic questions should be asked of every candidate.***
  - d. Review the candidates' responses to the profile to decide what areas of experience require exploring during the interviews and, if possible, decide who will cover what areas.*
  - e. It is very important to ensure that the interview is consistent with human rights legislation. **Inquiries about the following categories are inappropriate:** place of origin, ancestry, colour, race, ethnicity, age, gender, sexual orientation, marital status, family status (including plans to have children), disabilities, memberships in organizations.  
Please note that it is also inappropriate to elicit information on these categories from references.*

## **2. Conducting the Interview**

- a. Attention to physical surroundings is important: the room should*

be comfortable; chairs should be in a circle. Building rapport is very important to minimizing awkwardness and nervousness at the beginning of the interview. Set a constructive tone.

b. The co-ordinating interviewer should handle the introductions, and outline how the interview will be structured. The following approach is recommended:

- 1) Opening prayer (member of Joint Committee)
- 2) Time for building rapport, getting to know one another, possibly hearing something of the candidate's "journey"
- 3) Joint Committee members ask questions
- 4) Candidate asks questions
- 5) Opportunity for discussion
- 6) Closing prayer (member of Joint Committee)
- 7) Opportunity to tour rectory and other buildings, as

appropriate

c. While interviewing styles may vary the following fundamental rules should be kept in mind:

- **Listen:** Listening should be "active" listening and each interviewer should accept responsibility for this in their area of questioning.
- **Focus:** Remember the purpose of the interview is to exchange relevant information - do not get off on a tangent.
- **Probe:** Rarely is the required information obtained with one question — try follow-up questions or ask for examples.

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- d. *The interview should have a clear conclusion. The interview should not exceed 90 minutes.*
- e. *After the interview, review and summarize the discussion, referring back to the key requirements established for the position. After prayerful consideration of each candidate, the Joint Committee normally makes their nomination to the bishop through the archdeacon. The archdeacon is responsible for advising all candidates of the bishop's final decision.*