



The Appointment of Associate Incumbents Package for Incumbents and Parish Committees

Authorized by the Bishop April 6, 2017

This package is for Incumbents and members of Parish Committees as they participate in the procedures for the appointment of Associate Incumbents in the Anglican Diocese of Ottawa. The Archdeacon assigned to work with the Parish Committee will explain the material contained in this package.

Canonical Authority

C4.06.1 The appointment of all Clergy to all offices within the jurisdiction of the Diocese of Ottawa shall be vested in the Bishop, but before the appointment of an Incumbent is made to a Parish, the Bishop shall consult with the Churchwardens and the Lay Members of Synod of that Parish, as a Committee.

B4.05.1.d) An associate incumbent is a cleric who is appointed to a parish, with the consent of the incumbent, to share collegially with the incumbent in fulfilling the canonical and pastoral duties required of an incumbent.

C4.tbd.1. The associate incumbent of a parish, through collegial discussion and with the agreement of the incumbent, may have responsibility for the ordering of the services, including the musical part thereof, and the use of the organ, and the fixing of the hour of service, the ringing of the bell, and such like matters. 2. The associate incumbent, through collegial discussion and with the agreement of the incumbent, may have responsibility for: the work of Religious Education in the parish, for its initiation, character, organization, and control; the supervision of all organizations having as their purposes the care or adornment of the Sanctuary, the Chancel or other similar portions of the Church building; and of organizations for devotional, social or athletic purposes, carried on in the name of the Church or upon its property.

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Procedures for the Appointment of Associate Incumbents

1. Associate Incumbency becomes vacant or available

The Bishop assigns an Archdeacon and a Lay Member of the Episcopal Appointments Panel (AP) to arrange a meeting with the Incumbent and Parish Committee (Churchwardens and Lay Members of Synod). This would normally be within 30 days of the vacancy being announced, unless the Bishop determines that other matters ought to be considered before proceeding.

2. First meeting with the Parish Committee (and the Incumbent)

The Archdeacon and AP Lay Member review the procedures with the Incumbent and the Committee, and facilitate a conversation around three questions: 1) *Where are we now?* 2) *What is important to us as we look to the future?* 3) *What qualities are you seeking in an Associate Incumbent?* The Committee will also offer advice on how to seek possible candidates. The key points of the conversation will be summarized by the Archdeacon, and when the Committee is satisfied with the content, the summary will be forwarded to the Bishop.

The Committee will be invited to complete a 2-page (maximum) descriptive summary of the parish and a position description within two weeks of the meeting. The Diocese will supplement the descriptive summary with the parish's 5-year demographic and financial statistics. The Committee is encouraged to consider updating the parish's website or other social media at this time as interested clergy will be very likely to visit there.

3. Candidate selection

Note that at any point after the first meeting, and following consultation with the Incumbent, the Bishop may elect to provide one, two or three candidates to the Parish Committee, either directly or through the Archdeacon. In some cases this may preclude posting the position, as the Bishop, being aware that the associate incumbency would soon be vacant, may already have a candidate or candidates in mind. A candidate is a priest whom the Bishop, with the consent of the Incumbent, is prepared to appoint to the associate incumbency.

The Bishop, taking into account the advice from the Parish Committee, seeks possible candidates through a range of means that may include posting the position, consulting with the Incumbent and the AP, referrals, or approaching clergy directly. Where appropriate, the descriptive summary of the parish and key statistics are shared with interested clergy. When one, two or three candidates have been selected by the Bishop, each will be invited to prepare a letter of introduction and a resume. *Note that keeping the names of candidates confidential is imperative during and after the process.*

4. Second meeting with the Parish Committee

The Archdeacon (preferably with the AP Lay Member) meets with the Incumbent and the Committee to review the material from the candidate(s), to consider questions to be asked during the interviewing, and to set up possible interview times. When required, the Parish Committee must select a maximum of 6 individuals to participate in the interviewing. The Archdeacon will confirm interview times with the candidate(s).

5. Interviewing

The Archdeacon and Lay Member of the AP join the Committee for the interviewing. The Incumbent is not part of the interviewing, having been duly consulted by the Bishop concerning potential candidates (which may have included interviewing them). At the conclusion of the interview(s), the group makes a recommendation to the Bishop.

6. The appointment is made

Upon receiving a recommendation, the Bishop consults with the Incumbent and makes an offer of appointment to the candidate. When the Bishop has made the appointment, the Committee is advised and a public announcement is issued from the Bishop's Office.

Preparing a Descriptive Summary of your Parish

The purpose of preparing a 2-page (maximum) descriptive summary of your parish is to provide essential information to clergy who are interested in the associate incumbency.

If you wish to provide more information, the best way to do so is through a parish website or other social media platforms—interested clergy will certainly be looking at those in detail!

Here are the essential ingredients for an effective descriptive summary:

- *Location of the parish and description of the surrounding community.*
- *Your buildings and the arrangements for clergy housing.*
- *The parish community, its life and ministry: who you are, what parish life looks like, how you worship, where you are now, what is important to you as you look to the future.*
- *The qualities you seek in an Associate Incumbent at this time, and some indication of the likely areas of responsibility (with due regard for the canons noted on page 1 above).*
- *Links to parish website/social media, or other community websites.*

When you have finished the summary, provide it to the Archdeacon for review. The Archdeacon will forward it to the Bishop's Office for final editing and the inclusion of the parish's 5-year demographic and financial statistics. The Bishop's Office is also responsible for the circulation of the summary.

Interviewing Candidates

An interview between a candidate and a Parish Committee is best seen as a conversation. Both parties are interested in knowing more about the other—and as the conversation unfolds, the to and fro of questions and answers will ideally lead to an open discussion.

It is important to bear in mind that discernment is going both ways: the Parish Committee *and* the candidate are looking for a sense of whether there is a "good fit."

Planning the Interview

In advance of the interviewing the Parish Committee will meet with the Archdeacon and Lay member of the AP to:

1. *Decide who will be at the interview from the Parish Committee (up to six members only).*
2. *Decide who will be primarily responsible for co-ordinating the interview. The co-ordinator will:*
 - a. *handle the introductions*
 - b. *ensure that everyone has an opportunity to ask questions*
 - c. *bring the interview to a close.*
3. *Review the material from the candidate(s) to see if particular areas ought to be explored.*
4. *Decide on the questions to be asked. If there is more than one candidate, the same basic questions should be asked in each interview. Decide who will ask what questions.*
5. *Ensure that questions are compliant with Human Rights Legislation, which precludes questions about place of origin, ancestry, colour, race, ethnicity, age, gender, sexual orientation, marital status, family status (including plans to have children), disabilities, or memberships in organizations.*

Conducting the Interview

Choose a comfortable room with chairs in a circle. It is best to keep things informal and friendly. Set a constructive tone. Here is a suggested agenda:

- *Tour of buildings (if possible) – this is a good way to break the ice*
- *A member of the Parish Committee opens with prayer*
- *Opportunity to share personal backgrounds*
- *Questions from the Parish Committee and then questions from the candidate*
- *Opportunity for general discussion*
- *When the time is up (no more than 90 minutes), conclude by saying the Grace.*

As noted above, the objective is to work through any set questions (from the candidate and the Parish Committee) with a view to opening up a good discussion—where everybody can get to know one another and discern whether there is a good fit.

The Parish Committee will work with the Archdeacon after the interviewing, to prayerfully consider what each member is thinking (including the Lay Member of the AP) and to make a recommendation to the Bishop.