



Clergy Application Guide

This document is meant to assist clergy who are looking for a new appointment within the Diocese of Central Newfoundland. It provides guidelines for the application and appointment process.

The process of appointing a new rector is a significant transition in the life of a parish, diocese, and for clergy and their families. This is a time of trusting the unifying power of the Holy Spirit in the discernment, reflection, and prayer of all who are involved in the process. Parishes will be spending time saying farewell to the past incumbent, holding discussions with the Bishop, formulating fresh parish profiles, evaluating past ministries and determining future directions.

A. Basic but Important Information

If you are a member of the clergy within the Diocese of Central Newfoundland, you would have received notice through our Clergy emails when an incumbent begins or ends a ministry.

Prior to considering applying for a new appointment, you must first speak with the Bishop. This will be a confidential discussion in which you can share your hopes and concerns. The bishop will do likewise, and provide direction. The Archdeacon may be a part of the discussion and process if directed by the Bishop.

If you are from another Diocese you must first have your Bishop's permission before making any contact with the Diocese of Central Newfoundland. Your first contact in the Diocese of Central Newfoundland will be the Diocesan Bishop. A letter of Good Standing will be requested from your Bishop.

In Either Case: It is important that you review Chapter 8 of our Constitution: *The Appointment of Clergy* and update yourself on the appointment process. It is on our website, and appended to this document.

Other clerical appointments such as Pro-Tem, Priest-in-Charge, Honorary, Part time or Lay positions are filled at the discretion of the Bishop in consultation with parish leadership.

The current list of vacancies can be found on the diocesan website under **Positions Available**, or through the Bishop's Office. If you are interested in receiving information about a specific parish, please contact the Bishop.

B. Confidentiality

There are a number of important considerations through the process of discernment.

Your initial conversations should not be with anyone other than immediate family members. The Bishop will stress the importance of confidentiality to the members of the selection committee. It is not appropriate to approach members of a selection committee to “test the waters” prior to speaking with the Bishop, or before making an official application. It puts committee members in a difficult position in relation to the trust placed in them.

It is important to use discretion within your own parish setting. If people in your parish discern that you are thinking about seeking a new position and you are not successful in your application, new relational dynamics will affect your work as the Rector or Incumbent.

Under no circumstances should you ask either a member of your current parish, or the parish you are applying for a reference. Always have permission from the people you use as a reference.

By maintaining confidentiality, you are showing respect to yourself, your colleagues, the parish selection committee, the Archdeacon and the Bishop.

C. Application Process

If you are interested in making an application, follow the guidelines in the advertisement after your initial conversation with the Bishop.

Following the deadline, the bishop will meet with the selection committee, and the applicant will be contacted if desired by the committee, for an interview. Generally, in our diocese, parishes

choose from a list of clergy after a collaborative process with the Bishop. Interviews are not mandatory in all cases, but are highly recommended by the diocese.

The Bishop has both the responsibility and authority of making appointments, but seeks in all ways to enable mutual discernment. The Bishop will inform applicants of their status at the appropriate time.

D. Forwarding Your Resume or C.V.

This is your first introduction to a parish selection committee. Committees will look to see if you have identified with the vision presented through the parish profile. Once your resume is completed forward the resume to the Bishop. Remember, it is not appropriate to contact any member of the Parish Selection Committee directly without the knowledge and permission of the Bishop.

E. The Applicant List

The applicant list is comprised of the names of the applicants submitted to the Bishop. In addition to those priests who submit their names for consideration, the Bishop may contact priests to discern their interest.

F. Interview

The purpose of the interview is to provide an opportunity for the selection committee members and the applicant to learn about each other, and to discern whether there is likely to be a good relationship. The interview is a time for both priest and committee members to ask questions and listen to each other talk about mutual gifts, needs and aspirations. It is meant to be a time of prayerful reflection.

G. Clergy and Parish Evaluation

As the Bishop meets with parishes committees as being informed of all ongoing processes and policies of our Diocese. A commitment is made that at the end of the first year, a pastoral conversation between the Incumbent, Bishop and Parish will be held to review, affirm or address any concerns.

H. The Appointment

If applicable, the Bishop will make an offer of appointment to the appropriate applicant. Synod office will begin the discussion regarding stipend, housing and benefits.

Questions about stipend and benefits are not asked during the interview process. Such questions may be asked at any time through the Diocesan Synod Office. You may discuss housing arrangements in cases where a parish will pay a housing allowance or if the expectation is you will live in a rectory.

I. Announcements

You will decide with your Bishop when it is appropriate to make an announcement. If you are a member of this diocese, Synod Office will work with you to ensure that your end of tenure obligations are finalized, and assist you in preparing an exit report for the next incumbent.

Here are some simple guidelines to assist you in your preparation for the interview.

- Spend time with the parish profile. If you have any questions, ask the Bishop or Archdeacon.
- Review the Parish website if they have one.
- Be prepared to talk about your ministry experiences.
- What are your strengths?
- In what areas do you need to grow as a priest, as a leader, facilitator etc.?
- What can you share about your spiritual life?
- Why did you apply for this appointment?
- Listen and ask for clarification, if you are unclear about a question.
- Always make sure you answer the question that has been asked.

Appendix

Please note: The Constitution is in abeyance for review purposes, but this section is considered to carry authority.

CHAPTER 8

APPOINTMENT OF CLERGY

When a vacancy occurs in the Incumbency of a parish, subject to the provision of Chapter 15 entitled 'Canon on Joint Committee', and specifically Section 8 of the said Chapter, the appointment shall rest with the Bishop. Any cleric may notify the Bishop of his/her interest in the vacancy but under no circumstances should the cleric make any representation to the parish. Whenever practical, the appointment shall take effect as from September 1st.

2. Subject to the provisions of Chapter 15 entitled 'Canon on Joint Committee' specifically Section 8 of the said Chapter, on the vacancy of any parish within the diocese, the congregation or congregations comprised within its boundaries through the Parish Council may decide to follow one of three methods, namely: -

.1 Nominate one or more (not exceeding three) clergy to the Bishop. For the purpose of assisting the Parish Council in nominating, the Bishop shall furnish the Parish Council with a list of clergy including those who have applied. The Parish Council may nominate from this list of clergy or other eligible clergy; or

.2 Appoint a committee to consult with the Bishop; or

.3 Request the Bishop to make an appointment.

3. If more than one clergy is nominated under the provisions of Section 2.1 of this Chapter, the Bishop shall (in the absence of any canonical reason to the contrary) appoint and induct one of them to the vacant incumbency. If, under the provisions of Section 2.1 of this Chapter, the Bishop is unable to appoint from the nominees, then the method outlined in Section 2.2 or Section 2.3 of this Chapter shall be followed. While the appointment is in abeyance, temporary appointment may be made by the Bishop.

4. If the method outlined in Section 2.2 of this Chapter is followed, the Bishop and the committee, duly appointed under the provisions of Section 2.2 of this Chapter (consisting of not less than three nor more than five members of the Parish Council) shall consult and agree on the nomination of an Incumbent to the vacant parish.

5. If within three months of the date of the vacancy becoming effective, either the parish fails to nominate or the consultants and the Bishop fail to agree on a nomination, then the Bishop shall nominate and appoint to the said parish.

6. Where a vacancy in the Incumbency of a parish exists, an inquiry may be made concerning the ability of that parish to meet its financial obligations.

7. In the event of a parish failing, through causes which are in the opinion of the Executive Committee outside its control, to provide the Incumbent with a stipend equal to the approved minimum for the time being paid to the clergy of similar standing in the Diocese, the Executive Committee may, on the recommendation of the Bishop, make a grant-in-aid to the Incumbent from any fund which may lawfully be drawn upon for such purpose provided that, in no event, the grant be such as to give the Incumbent a total stipend greater than the approved minimum for the time being paid to clergy of similar standing in the Diocese.

8. A parish, which is for the time being in default in complying with the provisions of Section 7 of this Chapter, shall forfeit its right to nominate a clergy to the Bishop in the event of a vacancy; but its status will not be changed by reason only of such non-compliance.

9. In the event of a parish becoming vacant during the absence of the Bishop from the Diocese, the Coadjutor Bishop, Suffragan or Assistant Bishop, if there be one, may make a temporary or provisional appointment to the vacancy. If none of the above is available, the Bishop's Commissary may so appoint.

10. When a parish requires a Curate/Associate/Assistant the position shall be advertised in all three Dioceses in Newfoundland and Labrador in accordance with Chapter 15, Section 8A, and the appointment will be made by the Bishop in consultation with the Incumbent.