



End of Ministry Guide for Clergy

This Document contains two distinct sections.

The first section has to do with the process as you discern your ministry in a parish is coming to a close.

The Second section provides a tool that is to be used before you leave the position. This exit report will be an essential resource for the new incumbent.

This guide is not intended to fully guide your discernment around ending a ministry, although it may help focus your thoughts. The two units are included in this document because of their interconnectedness.

An additional stand-alone document, the ***Clergy Application Guide***, is appended to this document for your convenience.

Section One

The ending of a pastoral relationship is a complex thing. Once you have discerned it is time to move on, all who are involved will share grief, excitement, and concern around change. It is also a time for new expectations to develop for all who are affected. Your new church and past parish will be greatly affected by how well you leave and, on your capacity, to let go. This may seem like a heavy task, but going through this process will provide you with focus and healing. Thank you for your ministries, and may God bless you in your moving forward.

Some Essentials

- When you have discerned that it is time to end your incumbency it is imperative that you have a discussion with the Bishop.
- If you are intending to apply for a parish outside the Diocese, it is Anglican polity to ask permission of your present Diocesan Bishop.
- If you are leaving to become the incumbent of a parish within our Diocese, you will have gone through the process outlined in the October 2017 Diocesan Document: ***Clergy Application Guide***.
- In our diocese, the Bishop will require in writing, notice of your resignation and the date of your last service.
- If you are retiring, the Diocesan office will need two months' notice. The Bishop's signed approval is required for retirement.
- Once the resignation is accepted, you will be asked to notify all wardens in person. The vestries can then be informed.
- Public announcement of the end of ministry is to be done only through a letter from the Bishop which should be read at public worship.

Moving Forward

- Our Diocesan Constitution and Handbook provide guidelines for the processes of choosing a new rector for our parishes.
- In the absence of a rector or interim priest, the wardens are canonically responsible for the worship, finances, property and administration of the parish. In our Diocese Regional Deans are entrusted with helping vacant parish with matters of worship and pastoral care.
- When a parish becomes vacant, our canons direct the wardens to hold conversations with the bishop about an initial meeting to have a discussion about ministry in the parish, and to set up a selection committee.
- If you are taking vacation time, it is an understood diocesan policy that vacation is taken from the parish you are leaving, and not the parish where you are beginning an incumbency.
- Plan a Liturgical ending with parish leaders of your pastoral relationship. Refer to the Book of Occasional Services or contact Synod office for help.

Remember

- After you leave, you will no longer be able to function as the rector, pastor or priest of the parish.
 - It no longer your responsibility to officiate at baptisms, weddings, or funerals.
 - You will only return to the parish at the invitation of your successor; and will be expected to respect and support the new incumbent's ministry.
 - In all cases, the responsibility belongs to clergy leaving to make clear that the pastoral relationship has ended. It is expected that clergy will not converse with former parishioners about matters involving the church.
 - It is imperative to notify local ecumenical groups, ministerial or clergy groups that your incumbency is ending from positions you may hold in community organizations.
 - Arrange for change of address and personal mail forwarding. The parish should change the email password.
 - After your last day, do not return to the office to check mail, e-mail, or phone messages.
 - The outgoing rector is never to be involved with the search process including providing names or offering opinions about candidates.

Section Two

Preparing an Exit Report

What should be left for the new Incumbent

A personal letter from you to welcome the new incumbent can be an assuring blessing to a new leader. As you are comfortable, take time to share your reflections about the parish, including any concerns as well as your understanding of what the parish needs to do moving forward.

Include some comfort points such as good places to get food, a good haircut, find a doctor or dentist, ice cream; take a walk or find the school or town hall

A binder compiled with this information would be helpful. If something is left undone, make sure the new incumbent knows about it!

Emphasize the need for hospitality and a warm welcome for new clergy and their family.

- A copy of the current parish profile
- A Copy of the Diocesan Handbook and Constitution
- A list of each Church and buildings in the parish.
- A list of all the wardens, with full contact information
- A list of all leadership positions, with full contact information
- A list of lay leaders that includes all Presidents, Eucharistic Ministers Altar Guild members, Sides persons, Acolytes, and Servers etc. Include full contact information and current schedules.
- A list of all your up-to-date community responsibilities.
- A list of the parishes in your deanery and contact information for each one.
- A list any of commitments (baptisms, weddings, funerals) that are scheduled to occur after your closing date for which alternate arrangements must be made. Provide full contact information for each person. **All applications for future events should be included with this list.**
- Describe unique parish customs around worship - especially weddings and funerals.
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- A list of those in hospitals, nursing homes, assisted living facilities, and shut ins. Outline who expects to be visited and with what regularity. Be sure there is a list of the names, addresses and contact information for these.
- Share as far as confidentiality allows, important pastoral concerns in process where people may be looking for follow up. This would include the terminally ill, and the bereaved.
- Ensure a confidential passage of Anglican Charitable Foundation information.
- Note any preplanned funeral arrangements or other events and where the information is filed.
- Prepare a calendar of confirmed events for the upcoming year, including Episcopal visitations, special parish events, graduations, stewardship, and regularly scheduled meetings.
- Leave clear guidelines about your congregation's participation in community or ecumenical services, as well as their expectations about preaching and hosting future events.
- Balance the discretionary fund if you have one, and turn it over to the treasurer.
- Make a list of any special funds and signing officers, including scholarships and other parish or congregational financial commitments.
- Prepare a file of audits, parish or congregational reports, including annual reports, copies of budgets and financial statements for the past three years.
- Ensure that all parish and congregational registers are up to date.
- Prepare a file of service handouts and or bulletins for the past two years.
- Prepare a file of current agreements and contact information for all groups that use the buildings.
- Note the location of parish tools or equipment.
- Note the location of pastoral supplies, home communion set, chrism, last year's palms, the advent wreaths, etc.

APPENDIX 1:



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: Excerpt from the Diocesan Constitution

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.