

**Search Committee**

Responsibilities and Guidelines

**Core Responsibilities**

The Search Committee will:

1. Understand the Constitution and Canons of the Episcopal Church and the Book of Common Prayer with regard to the office, life, and work of bishop.
2. Attend and be fully engaged in the leadership retreat with the Standing Committee and Transition Committee.
3. Listen to the diocese in a structured way through a diocesan survey and multiple listening sessions.
4. Create a Diocesan Profile which tells the story of the diocese, our gifts and needs, our hopes and expectations.
5. Create parameters around application requirements and evaluation of those applications.
6. Create questions for applicants to submit in writing, then read and evaluate submitted responses.
7. Create questions for Zoom interviews with candidates moving forward in the process and a rubric for evaluating the interviews.
8. Complete reference checks with guidance of Search Consultant.
9. Read/watch online artifacts such as sermons, videos, social media, and classes posted by candidates.
10. Organize and conduct the Discernment Retreat to further interview and get to know final candidates.
11. Present to the Standing Committee a diverse slate of candidates within the parameters (size, deadline) set by the Standing Committee.

**Guidelines and Organization**

1. All candidates for bishop shall be warmly welcomed, cared for, and shown the respect they are due.
2. The Search Committee seeks consensus.
3. The Search Committee’s work is grounded in prayer and discernment.
4. All deliberations of the Search Committee are to be held in the strictest confidence, including the names of persons being considered. Any breach of confidence will not be tolerated by the Standing Committee and may lead to the removal of the person from the Search Committee.
5. The Search Committee will work within the timeline and budget given to them by the Standing Committee.
6. The Standing Committee will appoint a chaplain of the Search Committee.
7. The Standing Committee will designate the Chair(s) of the Search Committee.
8. The Search Committee shall choose its secretary from among its members.
9. The Search Committee shall have power to adopt rules and regulations governing its procedures.
10. The Standing Committee will appoint a Search Consultant to be used by Search Committee as its primary resource. The Consultant will provide resources, support, and guidance throughout the process.
11. The Diocese will cover all expenses (mileage, training, etc.) after the Search Committee submits receipts.
12. The Search Committee will communicate regularly with the Standing Committee. All diocesan-wide communications will be approved by the liaison appointed by the Standing Committee. In addition, the Search Committee Chair(s) shall communicate regularly with the President of the Standing Committee, the Search Consultant, and the Chair(s) of the Transition Committee.
13. At appropriate points, the Search Committee will coordinate with the Transition Committee.
14. The Search Committee will pay close attention to the needs of the candidates and their families. This includes, but is not limited to, a frank disclosure of the bishop-elect’s compensation package.

**Eligibility to be candidate for bishop**

1. The process for discernment of vocation and application to be bishop is open to all members of the Clergy who may lawfully be elected to the Episcopal Office.
	1. No candidate shall be excluded based on “race, color, ethnic origin, immigration status, national origin, sex, marital or family status (including pregnancy and child care plans), sexual orientation, gender identity and expression, disabilities or age” (Episcopal Church Canons, Title III, Canon 1, Section 2).
	2. No candidate shall be excluded based on “their conscientiously-held theological belief that marriage is a covenant between a man and a woman, or that marriage is a covenant between two people” (Episcopal Church Canons, Title III, Canon 1, Section 3).
2. The Search Committee shall inform itself as to the persons so proposed and, after due consideration of their background, references, and qualifications, shall present to the Standing Committee a diverse slate of candidates whom the Search Committee deems qualified for such office, within the parameters (size, deadline) set by the Standing Committee.