

SEARCHES FOR ASSOCIATE CLERGY POLICY

Episcopal Diocese of the Rio Grande

General Description:

In as much as the Clergy of the Diocese are responsible to the Bishop, and the calling of Clergy to the Diocese is of utmost concern to the Bishop, and procedures for the calling of Rectors and Vicars are in place, it also is diocesan policy that congregations seeking associate Clergy are to work through the Office of the Bishop to conduct searches for Clergy associates.

Procedure:

Prior to initiating a search the congregation should provide the Bishop with a memorandum outlining the following:

- Position to be advertised and compensation
- Description of the position's responsibilities

The congregation is asked to work with the Bishop's Transition Officer to advertise the position and solicit applications. The Transition Officer shall:

- Receive and review applications, and conduct "Red Flag" checks on behalf of the congregation prior to forwarding application materials

Once a call has been arranged, the congregation should

- Advise the Bishop of the call
- Request a background check through the Bishop's Executive Assistant
- Arrange for the Clergy Associate to meet with Bishop

The congregation may:

- Request financial review of Letter of Agreement with the diocesan business manager

Approved by Standing Committee: July 13, 2016