

ADGL Clergy Vacancy One-Page Guide

**Search Committee:**

1. Preferable two people from the Vestry never more than three.
   1. Chairman- Preferable not from the Vestry.
   2. Intercessory Prayer team separate from the Vestry (Pray-Pray-Pray).
   3. Provide an adequate budget for the committee.
   4. Confidentiality must be maintained for all clergy that apply.
   5. Prepare the Parish Profile to be approved by the Vestry
   6. Be in regular contact with your Diocesan Liaison.
   7. Prepare for Interviews.
   8. Receive candidate names from several sources.
   9. Select potential candidates to interview.
   10. Interview potential candidates and observe worship leadership.
   11. Check references carefully - Including background checks (Ohio Law as well as other states requires a written authorization)).
   12. Choose one candidate to recommend to the Vestry and the Bishop before making a Call. (Normally only one will rise to the top but there could be more). If there is not a good candidate or a clear candidate start over.

**Congregational Assessment Inventory:**

1. Fairly early in the process. You can use a paper questionnaire though there are online tools.
2. Hartford Institute for Religious Research: <http://hirr.hartsem.edu/leadership/church_inventory.html>
3. Capterra (Multiple Sites): <https://www.capterra.com/sem-compare/survey-software?gclid=Cj0KCQjwyN-DBhCDARIsAFOELTnVFtY_2AsyuiJKQ5JjguqsF9CgWOKdSGB_s9vDmpCGHmY5PikX1AcaArReEALw_wcB>
4. The percentage responding to the survey is a question that will be asked by most clergy (Therefore it should be in the parish profile).
   1. Get the congregation involved!!!

**Congregational Meeting:**

1. Have at least one congregational meeting shortly after the Assessment:

* What are the attributes we are seeking to be in the DNA of our Church (Perfect Church)
* What are the attributes we are seeking to be in the DNA of our Pastor (Perfect Pastor)