

Call Process for the Komo Kulshan Cluster

September, 2011

- 1) Notify the Bishop of Diocese of Olympia and the Bishop of the Northwest Washington Synod of intent to start a call process
- 2) Cluster profile development (committee composed of the Personnel Committee and Cluster Executive council will develop profile with information provided by each parish and additional information about the cluster. Diocese/Synod will be involved with the profile development. Diocese/Synod and Cluster Council will have final approval of document) (may want to use the Lutheran profile?)
 - a) What is the cluster and how does it work?
 - b) Section on each of the congregations.
 - c) Discussion of the partnerships and shared ministries between congregations.
 - d) What is the role of the clergy in the Cluster.
 - e) Cluster finances.
 - f) Membership numbers.
 - g) Vision for the future.
 - h) Current Ministries.
 - i) Gifts and skills needed.
 - j) Get input from congregations along the way.
 - k) Revise staffing plan/model (roles and FTE levels).
 - l) Proposed revised budget supporting staffing plan (including salary/benefit guidelines).
 - m) When the profile is completed the Bishops will meet with the Call Committee and the vestries, bishop's committees, leadership team and cluster council to review and comment on the profile. Then the next phase is entered.
- 3) Call Committee
 - a) A clear job description for the Call committee will be developed by Personnel committee working with Diocesan/Synod consultants who will provide resources and advice along the way with Council agreement needed on final document.
 - b) Expectations including time commitment, anticipated duration of the call process, access to email, conference calling, etc, will be clearly presented to committee members.
 - c) Two (2) members will be selected by each of the 5 congregations as representatives on the Call committee. (It is recommended that the congregational representatives to the Call committee from each of the 5 congregations not be members of the Vestries, Bishop's Committees or Leadership team. Additionally there will be no cluster staff on the committee)
 - d) Selection of members will be dictated by polity of each congregation.
 - e) Set timeline for Cluster and congregation profile development (see section 2).
 - f) There should be regular communication from the Call committee to the Council and also to the various congregations.
- 4) Diocese, Synod, and Cluster will Post the Cluster profile on web sites.
- 5) Regularly update the status of the call process and progress to the congregations and to the Diocese, Synod, and Cluster web sites.
- 6) Call committee will receive names from Diocese and Synod
 - a) Review resumes and other material provided by candidates.

b) Reduce applicants to a select group and then ask the selected group to respond in writing to questions developed by the Call committee. The questions developed by the committee need to include questions that are ask of all candidates so that there are comparable results. (questions will be developed with involvement of Diocese/Synod representatives and perhaps members of the Personnel or Executive committees).

7) Conduct interviews (Call committee only)

a) Could do some interviews by telephone or Skype.

b) Members of the Call committee may be chosen by the committee to visit candidates. The Call committee will need to develop a standard set of criteria so that results from visits are comparable (finance committee to include cost in budget)

c) Bring finalists to the Skagit Valley. At each stage the candidate list is reduced.

d) Review interview results with Diocese and Synod and make candidate selection.

8) Recommendation presented by Call committee to council and congregations (Each congregation will have to approve the selection to finalize the call since this is a call by the Cluster i.e. this is in the same way that we approve the Cluster budget. Final approval of the call is the purview of the Bishops).

9) Negotiations to Finalize Selection/Call – Personnel Committee/ Council Exec. Committee?

a) Salary/benefit discussion with selected candidate to finalize call

b) Fallback to secondary candidate if no agreement can be reached with first, or

c) Return to interview process if no suitable candidate identified.

10) Diocese and Synod – Post final clergy selection for congregations and public/media.

11) Thank committee(s) (Cluster Council, Call Committee, Parish Profile Committee, Diocese/Synod).

12) Celebration of new ministry (planned by Cluster Council).