

APPOINTMENT PROCESS IN THE DIOCESE OF RUPERT'S LAND

(Revised – March 1998)

1. When the Bishop has accepted the resignation of an incumbent, or when a Parish is declared to be without an incumbent, the Bishop immediately communicates with the Wardens describing the process for appointment of an incumbent, and calls into being the Canonical Committee consisting of the People's Warden, rector's warden, and Lay Delegates to Diocesan Synod.
2. The Regional Archdeacon meets with the Canonical Committee within two weeks of the announcement with the following agenda:
 - Elects a chairperson and secretary
 - Sets date for Parish Conference
 - Provides for the collection of statistics for presentation to the parish Conference and inclusion in the Parish Profile
3. The Regional Archdeacon, or designate, convenes and chairs the Parish Conference.
4. The Vestry produces the Parish Profile and submits it to the Bishop and Archdeacon for revision and approval
5. The position description is circulated in the Diocese of Rupert's Land, and in the Provinces of Rupert's Land and British Columbia and the Yukon. The closing date for applications is six weeks after the date of advertisement.
6. Applications accompanied by a Curriculum Vitae and responses to appropriate questions framed by the Bishop are returned to the Bishop. An applicant from another Diocese must have advised the Bishop of that Diocese. The Bishop of Rupert's Land contacts the applicant's Bishop. All applicants must produce and submit a certificate from the Police, and a report from the provincial child abuse registry where applicable.
7. The Bishop convenes a meeting of an Advisory Committee comprised of the following persons for the purpose of examining the applications:
 - Bishop
 - Archdeacon
 - Wardens
 - The two lay persons, appointed by the Bishop, who are members of Diocesan Synod, but who are not members of the Parish in process,
8. The Advisory Committee submits a list of 3 – 5 applicants to the Canonical Committee. The Canonical Committee interviews all candidates on the list. All applicants who are not to be interviewed are contacted by the Bishop or Archdeacon.
9. The Canonical committee submits one name to the Bishop. The Bishop informs the successful candidate, and all others who were interviewed.

Guidelines