

APPOINTMENT PROCESS IN THE DIOCESE OF RUPERT'S LAND

(March 1998 – Revised April 2010)

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. At present the Diocese is making use of trained Interim Priests to guide parishes between incumbencies. At an appropriate time, the Bishop calls into being the Canonical Committee consisting of the People's Warden, Rector's Warden, and Lay Delegates to Diocesan Synod.
2. The Interim Priest with a Parish Transition Team leads the parish through the necessary steps of the interim period, including processes that eventually leads to the preparation of a new Parish Profile.
3. When the Parish Profile is approved by the Parish leadership, Profile is submitted it to the Bishop and Archdeacon for revision and final approval.
4. The position description is circulated in the Diocese of Rupert's Land, and to the Diocesan Offices of all the Dioceses of the Anglican Church of Canada. A synopsis is also posted on the website of the Anglican Church of Canada and the Diocesan website. The closing date for applications is six weeks after the date of advertisement.
5. Applications accompanied by a resume and responses to three questions framed by the Bishop in a letter to prospective candidates are returned to the Bishop before the deadline date. 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.
6. The Bishop convenes a meeting of an Advisory Committee comprised of the following persons for the purpose of examining the applications:
 - Bishop
 - Archdeacon
 - Wardens
 - Two lay persons, appointed by the Bishop, who are members of Diocesan Synod, but who are not members of the Parish in process,
7. 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 letter from the Bishop's Office.
8. The Canonical Committee submits one name to the Bishop. The Bishop informs the successful candidate, and all others who were interviewed.