

**The Charge to the Search Committee for a New Rector
of the Church of Our Redeemer, Lexington, Massachusetts
Approved by the Vestry on May 18, 2022**

The following is a letter of understanding between the Vestry and the Search Committee as the Search Committee begins its work in seeking a new rector. This letter sets forth the responsibilities of the Vestry and objectives and responsibilities of the Search Committee in its role of filling the position of rector at the Church of Our Redeemer in Lexington, Massachusetts.

The vestry and wardens are the formal leadership of the parish in the absence of a rector. It is their responsibility to:

- Work with the congregational business consultant to perform the transition review
- Secure the services of clergy during the transition timeEngage a search consultant as recommended by the regional canon to assist in the search process
- Appoint and charge a Search Committee
- Provide both a scope and a budget for the search and the Search Committee
- Support and maintain the congregation while the search is being conducted
- Develop a salary and housing package for the new rector
- Ultimately, elect and call a new rector
- Negotiate the package and covenant of ministry with the new rector

The vestry requests that the search committee assume the following responsibilities on behalf of the vestry:

- Elect Search Committee leadership, including a chair, vice-chair, recording secretary, corresponding secretary and chaplain
- Work with the search consultant contracted by the Vestry and seek that person's advice and assistance in implementing and fulfilling the Search Committee's responsibilities
- Determine and employ appropriate group dynamics exercises in order to build a sense of
- community and common purpose for the Search Committee, strengthen knowledge of each other and develop strong communication

- Establish, and revise periodically, a projected timetable for fulfillment of the Search Committee's responsibilities
- Determine the format for a self-study of the congregation and then conduct the self-study
- Develop a parish profile which describes the parish – its passions, hopes and dreams for the future, and the gifts for ministry desired in a new rector.
- As a part of the self-study and profile writing process, seek out the opinions of people and groups representing the full breadth of the parish, with particular attention to longstanding members; new members; families with young children, school age children and teenagers; older adults; young people; single people; those who identify as LGBTQ+; those who live in Lexington; those who live outside of Lexington; and those who identify as persons of color.
- Complete the community portfolios and forward them to the regional canon to be uploaded on the OTM website and the Transition Ministry Conference newsletter.
- Develop and implement a process for screening candidates including written questions, reference checks, phone interviews, visits and interviews with final candidates
- Follow the recommendations and rules of the Diocese of Massachusetts for parishes in Transition during COVID 19
- Develop a uniform system of rating and ranking candidates
- Regularly communicate the progress of the Search Committee to the parish through
- announcements, bulletins and newsletters
- Communicate with the Vestry and keep the Vestry informed of the Committee's progress on a regular schedule
- Promptly communicate with candidates as to their status in the process
- Recommend one final candidate to the Vestry for election and call