



# SAINT JOHN'S CATHEDRAL

**Vestry Minutes**  
**Leadership Discernment Process Meeting**  
**with Bishop O'Neill at the Diocesan Office**  
**Vestry and Chapter Only**  
*February 15, 2015*

**Attendees:** David Abbott, Ashley Bracken, Andrew Britton, Jack Denman, Tamra d'Estrée, Suni Devitt, Larry Kueter, Anna Pendleton, Ned Rule, Jane Schumaker, Peter Eaton, Robert Hendrickson, Elizabeth Marie Melchionna, Jadon Hartsuff, Charles LaFond, Liz Costello, Bishop Robert O'Neill

**Attended by Phone:** David Ball, Jen Courtney-Keyse, Mike McCall

**Absent:** Tim Dunbar,

Opening Prayer: Peter Eaton

**Call to Order:** 1:00 PM Larry Kueter

Bishop O'Neill opened the meeting by noting that Peter Eaton and previous senior wardens had set out a road map for a transition process following Eaton's end of service as Dean. Eaton's participation in previous calls for open Bishop's positions prompted this process. Following this introduction, Eaton left the meeting.

Bishop O'Neill stated that prayer and reflection are our most important tasks in the coming months. He handed out three information sheets: the Journey Through Transition, Closure: the process of taking leave, and Exit Interviews: intentional concluding conversations. These documents were also distributed electronically to the Vestry.

**Options for Transitions:** there are three common models used during the process of calling a new rector/dean. They are:

1. Conduct a full search—this is the most time and resource intensive approach.
2. Abbreviated search—some of the search functions are delegated to the Bishop's office.
3. Priest-in-Charge—the Bishop appoints a priest for (usually) a 3-year term after which the Priest-in-Charge is elected to become the rector/dean or a new search, etc. is initiated.

## **Basic Transition Structure**

1. Determine who will be the interim leadership and organize the search process.
2. The Vestry appoints a Profile Committee and a Search Committee.
3. The Search Committee screens and recommends candidates.
4. The Vestry interviews the candidates and elects a new rector/dean.
5. The Bishop approves the election and calls the elected candidate to serve as rector/dean.



# SAINT JOHN'S CATHEDRAL

This process is not normal hiring process. It requires discernment of what the parish community wants.

The Search Committee screens and recommends candidates and should recommend at least 2 or more candidates to the Vestry for election. It is best if some Vestry members are also members of the Search Committee. Good communication between the Search Committee and the Vestry is vital although the confidentiality of candidate names, etc. is required as well. The Search Committee's members should expect to devote a lot of time to the process.

## **Transition Tasks**

1. Leave taking is very important for the whole community as well as Peter and Kate.
2. Self-assessment of the Saint John's community's needs and desires (Profile Committee)
3. Search for a new rector/dean.
4. Call of the new rector/dean.

## **Leave Taking**

1. Plan celebrations and conduct exit interviews
2. Decide on interim leadership
3. Organize the search process with time-lines and budgets for travel; appoint the Committee leadership and membership.
4. Concluding liturgy and parish celebration at the time of Peter Eaton's departure.

## **Self-assessment—Profile Committee**

- Congregational assessment work
- Mission and ministry review
- Include changes initiated during transition process
- Clarity mission and ministry
- Identify leadership needs
- Complete a detailed parish profile

## **Search**

- Conduct reference checks (Search Committee)
- Conduct interviews and site visits (Search Committee or members thereof)
- Recommend finalists to the Vestry
- The Vestry and the Bishop interview the finalists
- The Vestry deliberates and elects a rector/dean

## **Call of the New Rector/Dean**

- The Bishop is notified of the election of a candidate by the Vestry
- The Bishop extends the formal call to service to the candidate.
- The Letter of Service Agreement is negotiated by the Vestry and the Bishop and the elected candidate
- Transition events are planned
- The new rector/dean is welcomed to the community



# SAINT JOHN'S CATHEDRAL

## **Concluding thoughts**

- Time-lines should be developed but we also need to take the time required for each step in the process and do the process well. Note that the General Convention in July and other events may slow the process somewhat.
- Right now we're in the leave-taking step, which requires its own time and reflection to do well.
- Consider whether the hiring of an independent chaplain to provide spiritual guidance during the transition would be helpful.

**Adjourned:** 2:43 PM

**Closing Prayer:** Bishop O'Neill

Respectfully submitted,

David M. Abbott, Jr.  
Clerk to the Vestry