

## DIOCESE OF KOOTENAY

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Status: Policy  
Distribution: All Parishes  
Subject: Procedures for Bishop's Personnel Commission

### NOTE:

This procedure document only comes into effect at the conclusion of the process defined by Policy 7.6.8a: Parishes Without Stipendiary Clergy - prior to Personnel Commission

### REGARDING APPOINTMENTS:

- An appointment is the prerogative of the Bishop alone and is completed with the issuance of a Licence.
- The Bishop's Personnel Commission is the task force commissioned by the Bishop to consult with the Bishop in making the appointment.

### **Bishop's Personnel Commission:**

- The Bishop or their representative appoints members to the Bishop's Personnel Commission. The Commission is directly responsible to the Bishop
- The Bishop will announce, through parish communication channels, that a Bishop's Personnel Commission is to be created. The announcement will include a note that parishioners may apply to participate in the Commission by requesting the *Application Form* from the Synod Office and returning it to the person indicated on the *Form*.
- The Bishop may request the wardens and/or church council to suggest persons to approach to invite to be on the Commission.
- The Bishop's Personnel Commission will normally include at least one person from each of the congregations of a parish, or one from each parish of a region in the case of a regional or area ministry, and a selection of wardens, lay delegates to synod, members of the parish or area Ministry who are knowledgeable about the parish and its personnel needs and represent the diversity of the parish. Usually four or five, and not more than nine persons will be appointed.
- Where a regional or area or team ministry exists, consultation with members of the clergy team shall be part of the process.

- The Bishop will announce the names of the Bishop's Personnel Commission to the parish.
- The Bishop will meet with the Commission before the Commission starts its work.
- The Commission will consult with the parish at least twice during the development of the parish profile: once before starting to compose the profile and once to present a late draft for feedback from the parish.
- The completed profile will be distributed only by the Bishop's office.
- Candidates who wish to apply will direct their inquiry to the Bishop's office and are not free to communicate with the parish officers or the Bishop's Personnel Commission until they have permission to do so. This is to ensure that confidentiality is maintained regarding a candidate's desire to seek a position; it also allows the Bishop to observe appropriate protocols when approaching a candidate from another diocese.
- The Bishop will create a short list of candidates from the applicants and will arrange for their names, with their curriculum vitae, etc. to be provided to the Bishop's Personnel Commission
- Any interview with a candidate shall be arranged through the synod office. The cost of transportation, accommodation, and any other incidental expenses in the interview process are to be borne by the parish unless otherwise arranged by the Bishop.
- Interviews will normally be chaired by the Bishop or the Bishop's representative. The opinion of the Bishop's Personnel Commission following any interview shall be communicated first to the Bishop (not to the candidate).
- The candidates shall be instructed to communicate their opinion about the position and their further interest to the Bishop and to the Bishop alone.
- The concurrence of the Bishop's Personnel Commission and the Bishop on a selection shall be followed by the Bishop extending an invitation to the candidate to accept an appointment.
- The Bishop alone will announce the new appointment to the parish through a letter to be read at public worship and prepare the announcements to the diocese and the media.
- The Bishop will discharge the Personnel Commission at the Bishop's pleasure.

## CONFIDENTIALITY

It is essential that confidentiality be observed at all times by the Commission throughout the entire process and forever afterward.