

DIOCESE OF KOOTENAY

	This Item	Replaces
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Origin: Bishop & Diocesan Council
Status: Canons & Policy
Distribution: All Parishes
Subject: Procedures for Bishop's Personnel Commission.

Canons 11 through 15 are the Canons related to Personnel Policy in this Diocese, but in addition there are some finer details which are Policy.

Termination: (same as Canon 11, part 2a)

- 1: The clergy submit their resignation to the Bishop in the first instance.
- 2: The Bishop then in turn advises the Wardens, when the resignation is accepted.
- 3: The Bishop provides the Wardens with a letter for the congregation, to be read at public worship.

Appointments:

- 1: It is helpful to use Canonical words;
an appointment is the prerogative of the Bishop alone, and is completed with the issuance of a Licence and the Institution and Induction.

The Bishop's Personnel Commission is the task force commissioned by the Bishop to consult with him in making the appointment.

BISHOP'S PERSONNEL COMMISSION:

- 1: The Bishop or his representative appoints members to the Bishop's Personnel Commission. The Commission is directly accountable to him.
- 2: The Bishop may request the Wardens and/or Church Committees to suggest persons whom he might approach and invite to be on the Commission. This 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 Regional Area Ministry, and a selection of Wardens, Lay delegates to Synod, members of the Parish or Area Ministry who are knowledgeable of the Parish and its personnel needs. Usually four or five, and not more than nine, persons can arrange meetings conveniently and at short notice.

Where an Area or Team Ministry exists consultation with licenced members of the Clergy Team shall be part of the process.

- 3: The Bishop will announce the names of the Bishop's Personnel Commission to the congregations.
- 4: The Bishop's Personnel Commission will provide an up-to-date parish profile, position description, and parish data and statistics as required, to facilitate an accurate circularization and advertisement of the position.
- 5: Candidates who are interested in applying for the position direct their inquiry to the Bishop alone, and are not free to communicate with the parish officers or the Bishop's Personnel Commission until they have his permission to do so.

This Ecclesiastical procedure assures confidentiality about a person's intention to move from a present appointment and assures that if the candidate is from another Diocese, the Bishop of the Diocese has given permission to the Bishop of Kootenay to approach a Priest working in another Diocese.

- 6: If an individual within the parish desires to suggest the name of a possible candidate for the position, that name should be communicated in writing in a confidential letter to the Bishop and him alone. The procedure as in 5 above can then be adhered to if the Bishop desires to pursue the suggestion. The Bishop's Personnel Commission shall advise any individual of this procedure and not assume the responsibility of receiving such suggestions themselves.
- 7: The Bishop, having first communicated with a candidate, and in the case of candidates from beyond Kootenay obtained permission from the candidate's Bishop to enter into such communication, shall arrange for the name of the candidate, together with available Curriculum Vitae etc. to be supplied to the Bishop's Personnel Commission.
- 8: Any personal interview with a candidate shall be arranged through the Synod office. The cost of transportation, accommodation and telephone conferences are at the charge of the parish unless otherwise arranged by the Bishop.
- 9: Interviews will normally be chaired by the Bishop or his representative. The opinion of the Bishop's Personnel Commission following any interview shall be communicated first to the Bishop (not to the candidate).
- 10: Interviews with other candidates (if necessary) shall be arranged in like manner.

- 11: The candidates shall be instructed to communicate their opinion about the position and their further interest directly to the Bishop and him alone.
- 12: The concurrence of the Bishop's Personnel Commission and the Bishop on a selection shall then be followed by the Bishop extending an invitation to the candidate to accept an appointment.
- 13: 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.

It is essential that confidentiality be observed at all times by the Commission throughout this process, thereby protecting the prerogative of the Bishop, as well as the candidates being considered for the appointment.

- 14: The Bishop will discharge the Personnel Commission at his pleasure.