



Diocese of Montana Search Process Timeline

Search Committee &
Vestry

Planning

Search Committee gathers for training with Canon Mikayla and sets a timeline. Vestry plans farewell for outgoing rector and begins discussing budget for the new position.

Search Committee

Create OTM Profile

Prayerfully consider the information revealed by self-study and use it to inform responses to the OTM (Office of Transitional Ministry) narrative questions.

Vestry

Update Website

Fill website and social media with pictures of your church and its *people*. Make sure website is up to date (esp. contact information) & possibly create search-specific page.

Search Committee

Receive Names & Prepare for Interviews

Responses to any applicant should be prompt and uniform, with clear dates for next steps. Prepare for interviews by writing/selecting questions and coordinate hospitality.

Vestry

Hiring

Vestry extends a call and drafts Letter of Agreement (LOA) with assistance from the Bishop and Canon to the Ordinary.

Vestry

First Steps

Notify Diocese of rector's retirement, choose search committee chair, form search committee.

Search Committee

Self-Study

Gather data by surveying the parish. Collate data. Use this data to continue conversation about desired congregational priorities and leadership style.

Search Committee

Create Marketing Materials

These will include an advertising blurb and a brochure containing photos, limited history, and ministry narratives to help introduce your parish and showcase what makes you special.

Search Committee

Review Materials & Open Search

When we make the search 'live', we want to make sure all publications are proofed and all are familiar with their contents.

Search Committee &
Vestry

Interviewing

After applicant pool has been narrowed down to finalists, inform Diocese. Pending a red flag check, invite finalists to interview in person (ideally). Create as similar an interview experience for all candidates as possible.