

## Instructions for Rectors Hiring Assistant Rectors or Associate Rectors

- When you are preparing to hire an Assistant Rector or an Associate Rector, share with Shirley the draft position description. This is a good way to get feedback and norm the compensation to comparables. This also gives you the opportunity to support our mutual priority of finding good cures for newly ordained clergy.
- When you are ready to open the position, email Shirley the PDF of the final job posting. All positions must be publicly posted for at least two weeks.
- When you have finished receiving applications, and before you begin interviewing, share all names of applicants and their diocese of canonical residence with Shirley for red flag checks.
- When you have a finalist you'd like to offer the position, contact Shirley to begin the Praesidium full background check. Checks take from 5 to 10 days to complete. Please allow an additional two business days for the report to be reviewed, any issues resolved, and the report approved.
- Shirley notifies Bishop Stevenson that a call needs to be scheduled with the Bishop of the Priest's canonical residence (if not canonically resident in Dio VA) and will communicate this to the applicant.
- Use the Letter of Agreement template posted on thediocese.net as the basis for the draft LOA.
- After plugging in specifics, send Shirley the draft LOA before sharing it with the finalist. This gives you the opportunity to benefit from any best practices updates.
- When the Rector and applicant have agreed upon terms, the draft Letter of Agreement is emailed to Shirley for final review.
- When Shirley approves, then she will email a digital signatures copy to the Rector, Senior Warden, Finalist and Bishop.
- Once all signatures are affixed, each member of the party will receive a digital copy of the executed Letter of Agreement. A paper copy will be mailed, if requested.
- The selection may be announced only when the following have been completed: the Shirley has approved the Background Check Report, the Bishop has signed, and the Rector and Assistant/Associate have agreed on a date to make the announcement public.
- Communicate to Shirley the date you intend to make the public announcement. She will make sure the diocesan website is updated following your public announcement.