



110 West Franklin St.
Richmond, VA 23220

(804) 643-8451
episcopalvirginia.org

Instructions for Rectors Hiring Assistants (by any name)

1. When with the support of your Vestry you are preparing to hire an Assistant (or Associate, or any other non-Rector priest that is stipendiary), your first call is to the Transition Minister. It is helpful to have a position description and compensation in mind. 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.
2. When ready to open the position, email the Transition Minister the PDF of the final position posting for it to be advertised on the diocesan Open Positions page. All positions must be publicly posted for at least two weeks. You may also wish to post this position on other platforms, such as Episcopal News Service. Simply make sure the contact information and dates are consistent.
3. When you have finished receiving applications, and before you begin interviewing, share names of applicants you wish to interview and their diocese of canonical residence with the Transition Minister. Red Flag checks will be conducted for each applicant's home diocese.
4. When you have a finalist you'd like to offer the position, contact the Transition Minister to begin the full background check. Checks take from 5 to 10 days to complete, largely dependent on the references' rapidity in responding. Please allow an additional two business days for the report to be reviewed, any issues resolved, and the report approved.
5. The Transition Minister will notify Bishop Stevenson that a call needs to be scheduled with the Bishop of the Priest's canonical residence (if not canonically resident in VA) and will communicate this to the applicant.
6. Simultaneously, you may begin working up a Letter of Agreement using the template found on episcopalvirginia.org
7. After plugging in specifics, send the draft LOA to the Transition Minister before sharing it with the finalist. This gives you the opportunity to benefit from any best practices updates. Then share with the applicant.
8. When the Rector and applicant have agreed upon terms, the draft Letter of Agreement is emailed to the Transition Minister for final review.
9. When approved, the Transition Minister will initiate the e-signature process with the Rector, Senior Warden, Finalist, and Bishop. This will only occur with an approved background check
10. Once all signatures are affixed, each member of the party will receive a digital copy of the executed Letter of Agreement. A paper copy may be mailed, if requested.



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11. The selection may be announced only with a signed Letter of Agreement and in coordination with the newly hired Assistant.
12. Communicate to the Transition Minister the date you intend to make the public announcement. She will make sure the diocesan website is updated following your public announcement.

Thank you for helping us to honor the vocations of all our clergy by your attenuation to the Holy Spirit and these guidelines.

