

## **Search Committee Job Description**

Episcopal Search Process for the Twelfth Bishop of the Episcopal Diocese of Utah.

The Standing Committee of the Episcopal Diocese of Utah is searching for a select group of Search Committee Members who feel called to contribute, and who are available to dedicate time and energy, to the discernment process for the next Episcopal bishop of Utah! The Standing Committee anticipates this process to be intensive, exciting, faithful, participatory, and inclusive.

If you are discerning participation on the Bishop Search Committee, read through the following job description and carefully consider in contemplation and prayer the responsibilities and opportunities of this role.

### **Roles and Responsibilities**

*All Search Committee members are required to attend the Search Committee Retreat, February 7-8, 2020, at the Episcopal Church Center in Salt Lake City. At the retreat, very specific roles and responsibilities will be presented to the Bishop Search Committee.*

1. In all things, the Search Committee will create Holy Space for the Episcopal Church in Utah to discern our identity in Christ and to understand and articulate our hopes and dreams for the future.
2. The Search Committee will recruit and receive nominations for a slate of candidates, discern those who have a call to be the bishop of the Diocese of Utah, and select 3-5 nominees to be sent to the Standing Committee as candidates. The candidates will be individuals whom the Search Committee believes God is calling us to consider as the Twelfth Bishop of Utah.
3. The initial task of the Search Committee is to develop and publish a profile which communicates the desires, hopes, and dreams of all the people of the Diocese of Utah. This would include listening to the concerns and issues of the diocese.
4. The Search Committee will function as a collaborative team, with specific roles and responsibilities assigned to each member, according to their gifts.

### **Expectations**

*It is expected that each member of the Search Committee will:*

- Give 10 hours per week on average (some weeks more, some weeks less) to the work of the Search Committee
- Be required to attend two (2) retreats (Organizing Retreat – February 7-8, 2020 at the Episcopal Church Center in Salt Lake City and the Candidate Discernment Retreat – date to be determined) for the entire time and arrive prepared and focused.
- Have experience and skill in serving on effective teams which include responsibility, honesty, collaborative decision-making, trust-building, and conflict management.
- Have access to the internet, and be able to work online (Zoom, Google Docs, Dropbox, etc.)
- Be responsive to e-mail and phone calls and prioritize communication with fellow team members as much of the work could be done online with an abundance of reading.
- Be prepared to be in attendance during the interview process
- Pray for the search and discernment process daily and maintain a regular spiritual practice and active membership in a Utah Episcopal faith community.

- Be able to stay with the process over the long haul, including times of challenge, frustration, and grunt work.
- Be ethical and show integrity within the committee, with all nominees and candidates, and with written and verbal communication and follow up.
- Show generous hospitality to all nominees and candidates

### **Gifts and skills necessary to minister on the Search Committee**

*While no one person possesses all gifts listed below, it is our hope that each member will embody, and will share generously, one or more of these gifts with the Search Committee.*

- Gifts of a discerning heart through personal spirituality and prayer
- Gifts of optimism and encouragement
- Deep listening and Interviewing skills
- Strong communication skills, both written and spoken
- Technological skills and expertise
- Skills to lead prayerful and collaborative group engagement in the discernment process
- Skills to promote compromise and consensus around hard decisions
- Gifts of emotional maturity to avoid the creation of cliques or 'us vs. them' thinking
- Gifts of flexibility to evolving circumstances, new information, and new possibilities
- Analytical and organizational skills (administration, detail-oriented, tracking, recording, time-management, etc.)
- Pastoral gifts to help identify and focus on the pastoral needs and integrity of the candidates
- Ability to set aside personal biases and political/social agendas
- Ability to follow up in a proactive and timely manner
- Ability to keep the confidentiality, for life, of the candidates and the discernment conversations of the committee
- Willingness to commit to the extensive time needs
- Task oriented
- Commitment to work with the committee and its members. Ability to understand the goal of the search as a good and holy process.

If membership on the Search Committee best aligns with your gifts, time, and talents, please consider submitting a nomination form by **Tuesday, December 31, 2019**. The Nomination form can be found through this link: <https://diocese.wufoo.com/forms/zoi679p06posj9/>

All nomination forms received by the deadline will be made available to the Electors prior to the Convocation which will convene on **Saturday, January 11, 2020**, to elect the Search Committee members. At the Convocation, one (1) lay Elector from each congregation will elect six (6) lay members and All Clergy will elect four (4) clergy members.