

## **Transition Committee Job Description**

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

The Standing Committee of the Episcopal Diocese of Utah is searching for a group of task-oriented Transition Committee Members. Transition Committee responsibilities will include organizing "Meet & Greet" for bishop candidates, organizing the bishop election at convention, working with the bishop-elect through the transition to Utah, organizing the farewell for Bishop Hayashi, and planning the Ordination service and weekend for the next Twelfth Bishop of Utah.

The Standing Committee will appoint 7-10 people to serve on the Transition Committee. Great attention will be paid to appointing a representation balance between geographic regions and mission areas, as well as spiritual gifts, diversity, and ministerial order (laity and clergy).

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

### **Roles and Responsibilities**

*All Transition Committee members are required to attend the Transition Committee Retreat (July/August, dates TBD) at the Episcopal Church Center in Salt Lake City. At the retreat, the Search Consultant will present very specific roles and responsibilities to the Bishop Search Committee.*

1. Conceptualize, plan, organize, and conduct the "walk about" process for bishop candidates.
2. Provide pastoral care and companionship to bishop candidates and their families before, during, and after the Electing Convention.
3. Provide attentive pastoral care and intentional, generous thanks/gifting to candidates not elected.
4. Conceptualize, plan, organize, and lead the ordination service and all related ordination activities in collaboration with the Standing Committee.
5. Plan a fun, celebratory going-away festivity for Bishop Hayashi and Amy to thank Bishop Hayashi for his kind and generous leadership of the Diocese of Utah these past 10 years.
6. Arrange for the bishop-elect's smooth transition into the Diocese of Utah: helping find a home, getting connected with schools, needed services, etc.

### **Expectations**

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

- Pray for the electing and transition process daily and maintain a regular spiritual practice and active membership in a Utah Episcopal faith community.
- Give 5-10 hours per week on average (some weeks more, some weeks less) to the work of the Transition Committee during the period between October 2020 and October 2021.
- Attend the Transition Committee Organizing Retreat – July/August 2020, actual dates TBD at the Episcopal Church Center in Salt Lake City.
- 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.
- Commit to this process until it is complete, including during times of challenge and frustration.
- Be ethical and show integrity within the committee, with all candidates and their families, and with written and verbal communication and follow up.
- Show generous hospitality to all candidates and their families.

### **Gifts and skills necessary to minister on the Transition 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 Transition Committee.*

- Strong communication skills, both written and spoken
- Technological skills and expertise
- Liturgical planning and design; organization of, and training for, very large numbers of liturgical leaders (altar guild, ushers, eucharistic ministers, clergy, presenters, etc)
- Attentive pastoral needs and integrity of candidates during walk-about and electing convention.
- Creativity
- Excellent networker around the Diocese of Utah (able to pull in guilds, committees, etc. to help with events)
- Experience with large-scale event planning and management ie. charity dinners, fundraisers, conventions, weddings.
- Ability to promote compromise and consensus around hard decisions
- Gifts of calm and unflappable emotional maturity to avoid the creation of cliques or ‘us vs. them’ thinking
- The flexibility to consider evolving circumstances, new information, and new possibilities
- Analytical and organizational skills (administration, detail-oriented, tracking, recording, time-management)
- Task oriented with the ability to follow up in a proactive and timely manner with tact and diplomacy.
- Commitment to the extensive time working with the committee and its members
- Gifts of optimism and encouragement, enthusiasm, eagerness, energy, and a sense of fun and playfulness

If membership on the Transition Committee best aligns with your gifts, time, and talents, please submit an application form by **Friday, April 10, 2020**. You will receive a response from the Standing Committee by Monday, April 20<sup>th</sup>. The application form can be found through this link:

<https://diocese.wufoo.com/forms/z1tnz0i17jleo9/>