**Second Bishop Suffragan Search / Nominating Committee**

**Final Report**

June 19, 2018

**Commissioning:** January 13, 2018

**Termination:** May 23, 2018

**De-Commissioning:** June 16, 2018

**EXECUTIVE SUMMARY**

The Second Bishop Suffragan Search / Nominating Committee was comprised of fourteen individuals – seven clergy and seven lay from across the Diocese of Virginia (DoV). Additionally, the chair, Ms. Diane Miller, and the Chaplain, the Rev. Kate Chipps, and the consultant from the Office of Transition Ministry, Ms. Judy Stark, were assigned by Bishop Shannon. The diversity of the Committee membership – in age, experience in the Episcopal Church, gender, order, profession, life experience, geographic residence, and God-given gifts and talents – was truly a key to the Committee’s successful execution of its challenging mission. The members’ respect for each other and the mission, their dedication and their commitment of time and talent were exemplary and enabled a strong trust among members. Although members are deeply disappointed that we were precluded from completing our mission, every member appreciated the opportunity to serve in this important ministry.

**ACCOMPLISHMENTS**

* Members of the Committee executed their work through five Sub-Committees, roughly aligned with the timeline of the Search / Nominating process: Information Gathering / Survey, Education / Communications, Profile, Interviews / Screening, and Discernment Retreat. The majority of work was executed by the sub-committees, posting all work in the on-line collaboration tool Trello; the Committee met in person monthly.
* Information Gathering / Survey Sub-Committee:
  + Administered a survey in four languages to collect input on specific desires of a second Bishop Suffragan as defined in the Job Description; received over 30 responses
  + Led 21 Listening Sessions, with at least one in each DoV Region; received very good participation and response
  + Gathered inputs from three Clericus sessions
  + Collected inputs sent directly to the Search / Nominating Committee email box
  + Interviewed all DoV Bishops, including retired Bishop Gulick, and twelve members of Diocesan staff in Mayo House
  + Dispositioned and affinitized all inputs; crafted themes and key messages
* Profile Sub-Committee:
  + Developed framework for a Profile intended for on-line publication only
  + Crafted all sections of profile, using key information gleaned from Information Gathering / Survey sub-committee activities
  + Coordinated with Diocesan Office of Communications for design, review, approval and posting of Profile on Diocesan website
  + Created and posted the Office of Transition Ministry Community Profile, incorporating information from the Profile, compensation information from the DoV Treasurer and benefits information from Bishop Shannon
  + Reached out to potential candidates identified through a search of the OTM database; distributed Profile and communicated with many other communities across the broader Anglican / Episcopal Church to increase awareness of our job opportunity
* Education / Communications Sub-Committee:
  + Developed communications about the role of the Second Bishop Suffragan and general information about Bishops to educate the DoV members
  + Developed communications about the status of Search / Nominating Committee progress, maintaining appropriate confidentiality
  + Collaborated with Diocesan Office of Communications to ensure distribution of all communications through *The Virginia Episcopalian*, the eCommunique (both lay and clergy versions), and the DoV website; some materials were specifically prepared to enable download / print for inclusion in congregation Sunday bulletins
* Interviews / Screening Sub-Committee:
  + Crafted each element of a complete application package (basic information, application, OTM profile, screening questions, reference letters)
  + Developed interview questions, for both the initial application phase and the video interview phase; included both generic questions asked of all applicants and additional follow-up questions unique to each video interview
  + Coordinated with the DoV Office of Communications to create and post an interactive, on-line application; packaged all elements of complete application as received and posted to Trello
  + Thanked each applicant and provider of Letter of Recommendation for each candidate
  + Created standard review / evaluation process and checklist for members of the Search / Nominating Committee
  + Every member of the full Committee reviewed / evaluated every application received; in an all-day in-person session the full Committee selected those candidates to proceed to video interview phase; notified all candidates who had applied of their status
  + Committee members formed three geographic teams to conduct video interviews, as a team, using Zoom recordable audio / video on-line tool to connect with each candidate
  + Scheduled video interview with selected candidates; most interviews were conducted prior to Search / Nominating process termination on May 23.
* Discernment Retreat Sub-Committee:
  + Secured a location for the Discernment Retreat; paid deposit (fully refunded when Search / Nominating process terminated)
  + Developed detailed draft of plan / schedule / activities / objectives / logistics of the Discernment Retreat, making use of significant samples and expertise of consultant

Upon termination of the Search / Nominating process, every active candidate was contacted via their preferred method (email or phone). Each was offered the opportunity for further conversation with the chair of the Committee.

**LESSONS LEARNED / OPPORTUNITIES FOR IMPROVEMENT**

* Our consultant from the Office of Transition Ministry was invaluable; her expertise, experience and ability to provide examples and best practices just as we needed them was critical to our success
* When identifying candidates to serve on the Search / Nominating Committee, consideration should be given to those gifts which would aid success in this particular ministry, such as organization, communications, sense of imagination, spiritual language, diplomacy and respect, good judgement / common sense, coupled with a wide range of personalities, perspectives and experiences.
* At the time of commissioning, it would help the Committee for the Bishop Diocesan to share his vision, general guidance and expectations; we could then refer to that if in doubt during the Search / Nominating process
* Consider using cloud technology to support the on-line application process; loss of the internet connection at Mayo house for three hours on the day applications were due caused some consternation and work-arounds by the Committee

**RECOMMENDATIONS**

* Retain the portions of the DoV Profile that generically describe “Who We Are”; post on the Diocesan website
* Maintain the OTM Community Profile; it contains valuable information that can simply be updated for next use
* Templates, forms, samples, and any other work products that may be of value to the next Search / Nominating Committee will be retained; all assets will be sanitized to maintain confidentiality; all Personally Identifiable Information will be appropriately destroyed; Trello and Zoom files will be deleted