

# Search Process Timeline

- ✓ **1.** Notify the Diocese of upcoming transition and establish a Search Committee.
  - ✓ **2.** Search Committee training with Canon to the Ordinary and Vestry discusses budget for the new position.
  - ✓ **3.** Post Frequently Asked Questions (FAQs) and Timeline.
  - ✓ **4.** Perform a Parish Survey and set Listening Sessions.
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- ☐ **5.** Create an Office of Transition Ministries Portfolio.
  - ☐ **6.** Create a Parish Profile of Holy Spirit.
  - ☐ **7.** Open Search: Begin marketing position and accepting applications.
  - ☐ **8.** Screen applicants: Forward names to Bishop Marty for initial review.
  - ☐ **9.** Interviews: Invite candidates to Holy Spirit for interviews and to preach.
  - ☐ **10.** Hiring: Vestry extends call to finalist and offers a Letter of Agreement in coordination with Bishop Marty.

**Questions?** Please contact any Search Committee member or email:  
[rectorsearch@holyspiritmissoula.org](mailto:rectorsearch@holyspiritmissoula.org)



## RECTOR SEARCH COMMITTEE

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