

# London Conference, The United Church of Canada

## The New Process: Effective Leadership & Healthy Pastoral Relations

Step	Responsibility of Congregation/Pastoral Charge	Responsibility of Presbytery	Responsibility of Conference
1.	Prepare: a) Ministry and Mission Profile b) Demographic, Financial, Community Profile c) Position Description		
2.		Chair Congregational Meeting where: a) Step 1 material is approved; b) Motion requesting Presbytery declare a vacancy is made; c) Interview Team members named.	
3.		Declare vacancy and forward Step 2 information to <a href="mailto:vacancies@londonconference.ca">vacancies@londonconference.ca</a>	
4.		If doing so, appoint Presbytery Accompanier	
5.			Post vacancy on website
6.	Attend training	Accompanier (if appointed) also attends training	Provide training for Interview Team (offered monthly)
7.			Receive and review applications for vacancies for eligibility
8.			Forward all eligible applications to Interview Team
9.	Short-list and conduct initial round of interviews		
10.	Two Interview Team members complete Reference checks on preferred candidate		Including 'Good Standing' check with Personnel Minister
11.	Conduct second Interview with preferred candidate Including negotiation of terms		
12.	Congregational Approval		Meeting chaired by Presbytery representative to Settlement Committee or designate
13.			Settlement Committee Approval
14.			Warrant to Covenant issued
15.	Covenanting Service	Including Presbytery	And Conference Settlement Committee representative

This information is available in detail in the handbook **Getting Reading: Steps to Declaring a Vacancy** found at [www.londonconference.ca](http://www.londonconference.ca) under the Ministry → Personnel → Handbooks/Forms tab.