

## SYNOPSIS OF MINUTES OF THE SEARCH COMMITTEE OF ST. LUKE'S EPISCOPAL

### BY DATE

Each meeting begins with Prayer and reflection led by Marty Moon, Committee Chaplain, and a review of minutes prepared by John Broderick and/or Carol Adams from the previous meeting.

On October 15, 2020, the newly formed Search Committee (SC) met with retiring Canon John Tidy and the new Canon to the Ordinary The Reverend Licia Affer, via Zoom. The focus of the meeting was orientation to the process of Search/Discernment for a Rector of St. Luke's, including respective roles flowchart of actions and documentation thereof.

On Sunday, October 18, The Reverend Canon Affer visited St. Luke's, preaching and celebrating The Eucharist of Our Lord at the 10 o'clock service, with a follow up Vestry and SC Question & Answer session which included spouses as were able. Commitment of time, resources, and tenacity to the work were discussed as well as details of the components of the Flow Chart.

On Tuesday, October 27, the SC met to discuss norms and procedures and the format of meetings as well as our responses to orientation and our preview to the Congregational Assessment Tool (CAT). Roles and delegation of duties as well as communication means were decided, and dates of meetings set.

On November 3, 2020, the SC celebrated the Canon Licia comment that "St. Luke's is in good shape.", Chairperson Vicki Zambardino and Marty reported that they had initiated the recommended update of the church's website with Valli Peck. This will communicate our best look to potential rector candidates, better inform our congregation members, and serve as an informational introduction to others looking for a spiritual home. The compilation of some forty years of history was also proposed to assist in the history section of our Parish Profile.

On Thursday, November 12, Vicki met with Susan Czolgasz, a consultant recruited by the Diocese of SE FL to help us adapt and administer the Congregational Assessment Tool (CAT).

On Tuesday, November 17, the SC met to receive orientation to the CAT, and to be able to ask questions, strategize some adaptations specific to St. Luke's, and plan how to "roll out" the questionnaire to parishioners. The goal of the CAT is to gather information related to experiences, perceptions, and aspirations of the congregation. (Details in full-length minutes of November 17, 2020.)

On Tuesday, November 24, the SC met to focus on the modules of the CAT and the questions therein. We chose eleven questions to be added to 85 standard questions of the CAT, as instructed by our consultant. They include: Transition Module: Q#7 and Q#8; Critical Ability Module: Q#1; Strategic Planning Module: Q# 4; Communication Module: Q#1, #3, #4, and #6; Worship Experience Module: Q#3, #4, and #7.

On Monday, November 30, the SC met and received feedback from our consulting firm that we should eliminate one of our chosen questions, thereby retaining ten. The SC then discussed the eight narrative questions on page 5 of the Community Ministry Profile.

On Tuesday, December 8, 2020, the SC began the process of working with Holy Cow Consulting in setting up the Congregation Assessment Tool (CAT) for St. Lukes. We reviewed the narrative questions of The Community Ministry Profile Worksheet and made some changes and additions. Marty reported on the compilation of the parish history, which will be the first part of our St. Luke's Parish Profile.

On Tuesday December 15, 2020, the SC approved the narrative questions to be included in the Community Ministry Profile Worksheet. Vicki reported that she had been meeting with various persons at Holy Cow regarding the CAT and a meeting had been scheduled with the Vestry on Friday, December 18, 2020, to obtain authorization to move forward with administering the CAT to the congregation on an individual basis. It was determined the CAT would be available to the congregation to submit their input in the January/February timeframe. Marty continues working on the history of the parish which will be included in the Paris Profile Document.

On Tuesday December 29, 2020, the SC reviewed a letter that Senior Warden Laurel Gallivan will send to the congregation concerning the upcoming year,

including the SC work on the administering of the CAT. Vicki is working on the order form to Holy Cow for the CAT. It was agreed that the CAT should be available for the Vestry and SC as early as January 8, 2021 and no later than January 11, and, for the congregation January 18 to February 8. Marty then gave an update on the parish history. It was determined the top priority was the taking, planning for the parish to take, and promoting the CAT. Also, the completion and entering by computer of the Community Ministry Portfolio Worksheet. Work will continue on the Parish Profile realizing that several items remain outstanding before it can be completed.

On Tuesday, January 5, 2021, Marty updated the committee on the Parish History. Jeff Alexander had reviewed the draft of the history and made some suggestions. Vicki provided a link for the SC members to take the CAT, and also provided the same link to Laurel Gallivan so that members of the Vestry may also take it. The parish community will be invited to take the CAT between January 15 and February 7<sup>th</sup>. Accommodations have been made to assist members of the congregation without access to computers. Vicki indicated she would be submitting, to the Diocese, the Community Ministry Profile Worksheet. John Broderick will update the Parish Profile and distribute to the SC before the next meeting.

On Tuesday, January 12, Vicki submitted the Holy Cow Consultants' the St. Luke's Church Data Sheet. Vicki will consult with Canon Affer on submitting the Ministry Profile Document to the Diocese. The SC also worked on the Parish Profile and will continue working on this, showing the results of the CAT. Information regarding the CAT has been provided to the congregation during the services and in the bulletin. The SC was tasked to look at the church website which is being revised. Carol, John and Vicki will work on a summary of what the SC has accomplished as of December 31, 2020. This will be included in the Parish Annual Report.

On Tuesday, January 19, 2021, Vicki updated the SC on the Community Ministry Profile which will be input by the Diocesan Office. John Broderick will create this document once the format has been provided. There are five Episcopal Churches in southeast Florida currently looking to recruit a rector. Vicki announced that as Friday, Jan 15, 22 people had completed the CAT. Each Friday, Holy Cow will report on th number of completer questionnaires. Vicki will be available on the

24<sup>th</sup> of January at the Annual Meeting held by Zoom, to answer any questions about the SC work. We reviewed comments regarding the website. Marty will continue working on this with Valli Peck as well as a professional web designer Barry Abraham, who will examine it and give feedback. We discussed meeting with Holy Cow consultant, Susan Czolgosz, to get interpretation of the CAT. We are tentatively scheduling this for the 12<sup>th</sup> of February.

On Tuesday, February 2, 2021, the Search Committee met. Marty Moon reported on progress toward improving St. Luke's website, and Committee worked through the latest draft of the Parish Profile, focusing on the ministries, organizations, and activities section prepared by Sharron Thomas. According to Holy Cow Consulting, CAT survey participation is increasing nicely.

On Monday, February 22, Vestry and Search Committee had a joint Zoom meeting with Susan Czolgosz, Organizational Psychologist and Diocesan Consultant. This three-hour meeting was specifically for the interpretation of the results of the Congregational Assessment Tool. Please see Executive Summary of the CAT under Rector Search Tab of the St. Luke's Website for the Interpretation results.

On Wednesday, February 24, Marty Moon, Valli Peck and Vicki Zambardino met by Zoom with Barry Abraham of Brickway, LLC, Web Management for our website revamp. Discussion centered on layout, available website programs, other church websites and possibilities for St. Luke's.

On Tuesday, March 2, 2021, the Search Committee met by Zoom. Marty Moon gave us an update on work being done on the website. A copy of the CAT Executive Summary was sent to Vicki today and was forwarded to Committee. Discussion was tabled on said Summary until next meeting to give members time to read and digest it. A lengthy discussion then ensued on the two-hour meeting with Susan Czolgosz, Consultant, on CAT results: what we liked; what was surprising; what we can take from it for our work.

On Tuesday, March 9, the Search Committee met by Zoom. Considerable time was spent on the CAT Executive Summary making corrections of fact and clarifications of wording. Executive Summary may be seen under the Rector Search Tab of the St. Luke's website. Preparation was done for our meeting with

Canon Licia, scheduled for Friday, March 12, to answer questions the Committee has on process going forward.

On Friday, March 12, 2021, the Search Committee met by Zoom, with The Reverend Licia Affer, Canon to the Ordinary, to seek guidance and ask specific questions on the process going forward. After Reverend Affer reiterated again that St Luke's is in very good shape, discussion focused on the following: the CAT Executive Summary, to be sent out and posted under our Rector Search tab; the Community Ministry Profile Worksheet, to be submitted by Canon Affer to the national Office of Transitional Ministry (OTM), a source of information to potential candidates; a short position posting, created by our committee to appear in multiple locations over a 2-3 month period; the vetting of candidates by the Bishop's office prior to our receiving their applications; Interview questions available from the diocesan office as a template, tailored to our needs, and the results of the CAT; Google Drive for receiving confidential information on candidates; the St. Luke's website; and, salary scales. Canon Affer led us in a closing prayer, calling on the Holy Spirit to make us stronger, patient and resilient.

On Tuesday, March 16, 2021, the committee met by Zoom. A shortened version of the Executive Summary, suggested by Canon Affer, was prepared and approved for inclusion in our Parish Profile which is now near completion. Vicki volunteered to work with Valli Peck, our office graphics designer, to add more pictures, and perhaps produce a more "pleasing to the eye" document. Marty updated the committee on the St. Luke's website progress.

On Tuesday, March 23, 2021, the Search Committee met by Zoom. Vicki reported the CAT Executive Summary will be distributed to the parish community as an attachment to a letter from Laurel Gallivan, Sr Warden. Work was done to prepare a Rector Job Description; several samples were discussed. After more research, job description will be revisited at next meeting. Marty Moon schooled us on Google Mail and Google Drive which will be necessary to receive applications confidentially. A separate meeting will be held to work on Google Drive.

On Monday, March 29, 2021, Committee members met to learn about Google Drive and Google Mail. Marty Moon prepared the session, instructed us on how

to download Drive and use it. The information helped us to prepare for its future use with Diocesan documents.

On Tuesday, March 30, 2021, the Search Committee met by Zoom. Community Ministry Profile narrative questions 9, 10, and 11 were reviewed. Marty updated on Google Drive. Sharron Thomas presented the job description, a result of input from all members. Preparations for April 16 Vestry meeting were made. More pictures are being added to a final version of the Parish Profile by Valli Peck. When document is complete, copies will be sent to all Committee Members. All three documents will be presented to Vestry by April 9, for the April 16 meeting. After Vestry changes/approval, all documents will be sent to the Bishop's Office of Transition Ministry by April 20. After approval/changes by the Bishop, a posting of our Rector's position will begin nationally.

On Tuesday, April 13, 2021 the SC met and discussed the finalized Rector job description, to be presented at the upcoming Vestry meeting with the Parish Profile and the Community Ministry Profile; Vicki and Sharron will attend that meeting. The next steps for the committee are the website content, and, writing candidate interview questions from samples given by Canon Affer.

On Friday, April 16, 2021, at the Vestry meeting, Vicki presented the Parish Profile, the Community Ministry Profile and the Rector Job Description for their information. There were some suggested changes to the Community Ministry Profile and questions regarding whether/when the Vestry would meet any prospective candidates. Vicki will take those questions to Canon Affer. The Vestry was complimentary to the SC for all the good work done on these documents and agreed they should be sent to the Bishop's office.

On Tuesday, April 20, 2021 the SC reviewed and made suggested changes by the Vestry. The SC voted to send the final document to the Bishop's office on 4/21/21. Other questions from the Vestry were referred to Canon Affer, who answered promptly. Prospective candidates will meet with members of St. Luke's, in group settings later in the interview process. The next topic was the work on the interview questions by Sylvia and Sharron, they have several copies of suggested questions now, but have questions about the interview process, i.e., how long is a typical interview, and how many questions are the norm for a candidate? Vicki will clarify this with Canon Affer. The website progress was reviewed, home page is reconfigured and several new tabs have

been added. The new Rector Search tab will include the CAT Executive Summary, the SC minutes, and when the Bishop's office has completed its review of our documents, the Parish Profile.

On Tuesday, May 4, 2021, the committee discussed a variety of questions to be asked of prospective rector candidates during the interview process. The questions will be reviewed again at the next meeting. We are awaiting comments from the Bishop's Office regarding the Parish Profile, the Community Profile and the Rector Job Description. The committee has accepted an invitation to a Zoom meeting with the Bishop on June 2, 2021 at 6:30 P.M.

On Monday, May 10, 2021, Marty Moon, Chaplain opened the meeting with prayer. The committee continued to review and discuss the interview questions to be asked of the prospective candidates. The questions were grouped into personal questions, worship, pastoral care and counseling, ministry growth, social issues, leadership/administration, and personal views and roles, And, of course, what attracted the candidate to our position at St. Luke's. The committee had an in-depth, respectful, discussion concerning an essay question. We continue to await guidance from the Bishop's Office. Canon Licia is currently on vacation and continuing education until May 20th.

On Tuesday, May 11, 2021, May 18, 2021, and May 25, 2021, the Search Committee did not meet as we were awaiting guidance from the Bishop's Office. In addition, the meeting with the Bishop which was scheduled for Wednesday, June 2, 2021 was rescheduled for Thursday, June 10, 2021 at 6:30 P.M. The Parish Profile, the Community Profile and the Rector's Job Description were sent to the Bishop's Office a second time upon their request. The new St. Luke's website is up and running. It can be found at [www.stlukesfl.org](http://www.stlukesfl.org). Work is still being done to complete its final look.

On June 10, 2021 the Search Committee met with Bishop Eaton on Zoom. He stated the Parish Profile was excellent however he will rearrange the order of the information and return it to the committee before posting it next week for approximately six weeks on several websites and the Episcopal news Service. He reviewed the process for potential candidates and expressed the importance of in person visits by the short list of candidates with the Search Committee, the Vestry and the staff to find the correct fit for St. Luke's. The deadline for applications can be extended if necessary.

On June 22, 2021 the re-organization of the Parish Profile was returned to the committee by the Bishop and his suggested changes have been made and returned to his office on June 24, 2021. The Welcome page was completed and is the opening page of the Parish Profile. Please note the Bishop's Office has limited access to email due to the closing of the office this week, June 21 and next week, June 27.

The SC did not meet on June 29.

### Month of July

The SC did not meet on July 6 or July 13, however, during that time the SC, the Finance Committee, the Vestry and the Diocese had approved the compensation package for our new Rector. Our Parish Profile has been posted by the Bishops' Office on job websites with our website listed for applicants to review. It has also been listed in the Episcopal News Service. All applicants will be vetted by the Diocese and forwarded to the SC for review.

The Search Committee did not meet on July 20 and July 27, however, the Vestry and the Finance Committee approved an expenditure of \$449.00 to renew the add for a Rector for one month in The Episcopal News Service which had run out after being posted without charge for two weeks. The cost of the add was off-set by a thankful donation of \$250.00 from a generous parishioner.

### Months of August and September 2021

No meetings took place in August or September as we were awaiting communication from the Bishop's Office.

### Month of October 2021

The Search Committee met on October 18, 2021 to prepare for a meeting with Canons Licia and Jason and the Vestry scheduled for October 29, 2021 to discuss finances, formulate some questions and discuss options regarding St. Luke's. At this time there are five to six applicants for Rector however not all have been vetted yet.

On October 29, 2021 a joint meeting was held between the Vestry, the Search Committee and Canon's Affer and Roberson and Susan Czolgosz. Due to the inability of St. Luke's to financially sustain a full time Rector several options were presented by the Canons. After many questions and answers and a



great deal of discussion, the Vestry voted to accept the option of a "shared priest" with another church. The Diocese will respond with information regarding the other church and applicants whom would accept the sharing option.

### Month of November 2021

Since the Diocese was unable to respond to St. Luke's with any further information in November regarding the "shared priest", there were no meetings held with the Search Committee.

### Month of December 2021

A joint Zoom meeting took place on December 21, 2021 with Canon Roberson, Susan Czolgosz, the Search Committees and the Vestries of St. Luke's and the Church of the Advent, Palm City, to receive guidance and direction from the Office of the Diocese regarding the process of sharing a Rector. Introductions were made by all participants. The churches are 12 miles apart taking approximately 22 minutes of travel from one church to the other. Many emotions are in play with this process, however, faith, trust hope and love will encourage each other. The mechanics of the sharing process are one joint Search Committee and one Chaplain, a new job description, a combined compensation package, two different letters of agreement and financial projection for three years, combined parish profiles with a cover statement for the new sharing model (drafted by Canon Jason and Susan) and a combined posting with the Office of Transition Ministry (each church to complete their own). There are three remaining applicants interested in St. Luke's to be included in the process. Canon Jason will draft a new job description by January end. Interviews may be available by February or March.