

Dear members of Grace and Holy Trinity Cathedral,

As you are very aware, the leadership of Grace and Holy Trinity Cathedral is in transition. You also know that The Very Rev. Evelyn Hornaday has been called as Dean of the Cathedral to walk alongside you during this time of transition. Hers is a transition ministry. She is very experienced in transitional leadership and will ensure the day-to-day ministries of the Cathedral continue even as the Cathedral readies itself to search for its next Dean.

This letter is intended to provide information about:

- 1) how this congregation will ready itself to search for the next Dean, and
- 2) the sequence of process tasks related to the search itself.

Before further describing these two phases, we ask you to note the following:

- Bishop Martin Field will be with the Cathedral congregation Sunday, July 15, following each of the worship services (8 a.m., 10:15 a.m. and 5 p.m.).
- He will answer any questions about this period of preparation.
- Dean Hornaday and other leaders will also be available for this time of open give and take.

So, **#1: How will the Cathedral get ready to search?** For the next few months, the focus will be on identifying who we are as a Cathedral congregation (strengths and opportunities, hopes and dreams, joys and challenges) and then focusing on the leadership skills and personal qualities the Cathedral needs in its next Dean.

Everyone's participation is vital. Without everyone's involvement and input, we cannot obtain as complete an understanding as we want about who we are as a community of believers, about how the Cathedral engages the world, or about our hopes and dreams for the future.

In recent months — as the Vestry was preparing a Strategic Plan for the Cathedral's life and ministry — a good deal was accomplished that serendipitously will help the Cathedral enter this phase with a foundation on which to build.

From September through Thanksgiving, your Vestry will organize a series of small-group conversations to which everyone will be invited and encouraged. During these conversations, you can help the Vestry and Dean Hornaday understand more about your dreams and hopes for the Cathedral in the years to come. Holding these sessions and getting everyone's input will be the central element of preparing to search for the next Dean.

Afterward, a report of the findings will be communicated so that everyone will know what was shared across all the meetings. Your additional input will again be welcome.

#2: What will the search, itself, look like?

On the back of this letter is the broad, step-by-step sequence of how the search will unfold. Please bring your questions about this sequence with you Sunday, July 15.

As we get further into this transition, your leaders will keep you informed about what's happening and what's coming next. There may not always be something new to share, but your leaders will always be open and transparent about how this vital process is going.

In the meanwhile, GHTC is — and will be — doing the ministry of caring for those who need us both inside and outside our doors. We are — and will be — worshiping God in the beauty of holiness. Those things will provide the foundation for our all-important search for a new dean. Finally, we know we can't do this without God guiding and leading us, or as some of us have said, "This is the **Why** we are here!" We ask you to commit our Cathedral family and our work to God in prayer each day, that we will be faithful followers of Jesus Christ, striving to do his will and not our own. We are doing the same.

We look forward to this time, as together we seek God's vision and guidance for our future.



The Rt. Rev. Martin S. Field
Bishop of West Missouri



The Very Rev. Evelyn Hornaday
Dean



Bob Carlson
Senior Warden

What will the Search Look Like?

NOTE: The Bishop and the Canon to the Ordinary shall do their utmost support the Search Phase in every way and stand ready to provide training and expertise to all parties.

After Phase #1: the Pre-Search Phase is completed the following sequence of tasks begins:

1. Vestry selects and appoints Search Committee.
 - a. A period to nominate persons or to nominate oneself is normal.
2. The Search Committee prepares the parish's descriptive Profile.
3. The Vestry approves the Profile.
4. The Profile is posted electronically online on the database of the Episcopal Church Office of Transition Ministries.
 - a. Other forms of spreading the word of the open position may be, and usually are, employed.
 - b. Individuals may suggest a priest to the Search Committee.
5. Priests searching for new cures make their interest known.
6. The Diocesan Transition Minister/Canon to the Ordinary conducts training with the Search Committee.
7. Search Committee begins the process of selection usually through various rounds of reducing the candidates down to an ever-shorter list through a process of:
 - a. Submissions of written answers to Search Committee questions.
 - b. Interviews conducted, either in person or via internet connection.
 - c. Search Committee discernment meetings with the Transition Minister.
 - d. Conducting visitations and interviews on the candidate's "home turf."
8. A slate of finalists is submitted to the Vestry for its discernment and selection.
9. The Vestry receives from the Search Committee the slate of names along with the reasons why the persons have been selected for the final slate. The Vestry, informed by these recommendations, may review all material presented, conduct any desired interviews, and — per Canon XXVII, Section 7 of the Constitution and Canons of the Diocese of West Missouri — submit the name of the Final Candidate to the Bishop Diocesan.
10. The Bishop conducts such reviews of materials and interviews as he deems necessary.
11. If the Bishop agrees to the Final Candidate's selection, the Bishop nominates the Final Candidate to the Cathedral Vestry.
12. The Cathedral Vestry elects the new Dean.
13. The Dean-elect is notified that a Call is being extended.
14. If the Dean-Elect accepts the call, negotiations between the Vestry and the Dean-Elect begin:
 - a. Expectations of the Dean, compensation, benefits, start date, timeline of arrival, etc. are stipulated and agreed.
 - b. Letter of Agreement is finalized and signed by the Candidate, Senior Warden and Bishop.
15. The Parish membership and local media are notified of the "Call" and the Candidate and family are introduced to the public.
16. The Vestry and Search Committee move immediately to the role of Transition Support to aid the new Dean's move to Kansas City (if not already resident).
17. Closure and celebration of the Interim Dean is set and planned.
18. The celebration, welcoming and Institution of the new Dean is set and planned.