

The Church of  
*Saint Luke &*  
The Epiphany

September 8, 2019

Dear Parishioners,

As you know, Rodger has announced his plans for retirement. His final Sunday as Rector of St. Luke and the Epiphany will be January 19, 2020. In order to begin planning for this transition, the Vestry, at its June meeting, appointed a Transition Planning Team (TPT) to help guide us through the process of saying good-bye to Rodger and moving forward to the selection of a new Rector. The Transition Planning Team members are Brandon Sargent (Chair), John Erickson, and Jane Lowe. They began their work over the summer.

I, along with Tim Babbage, Accounting Warden, and the three members of the TPT, have met with Arlette Benoit Joseph, Canon for Transitions at the Diocese. We will be meeting with Bishop Gutierrez later in September. The Vestry held a special meeting in August to review and approve the timeline for this process, as well as the descriptions of three transition committees: Farewell, Self-Study, and Search. Attached you will find these materials for your review.

We ask you to prayerfully consider how your talents might be best used in support of the important work our community will undertake in the coming months. Included with the timeline and committee descriptions is a form you may use to express your particular interest in serving on these committees.

As Rodger has often reminded us, we—the people of this parish—are St. Luke and the Epiphany. With the Holy Spirit's guidance, this community stands ready to embrace these transition challenges with confidence.

Sincerely,



Mary Ellen Desmond  
Rector's Warden

## **THE NEXT CHAPTER: THE CHURCH OF ST. LUKE & THE EPIPHANY**

For nearly forty years, the Rev. Rodger Bradley has called us to be the voices, hearts, and hands that bring alive Jesus' message of love, compassion, and reconciliation. Now, our parish is engaged in the process of self-reflection and discernment, as we celebrate Rodger's extraordinary ministry and begin the search for a new Rector. This can be a time of stress and uncertainty—as well as a time for embracing a journey of transformation, community and an increased awareness of the Holy Spirit's presence in our parish life. As the Transition Planning Team, we invite every member of the parish to join us on this journey, and to reach out to us with any questions, comments, or concerns.

Brandon Sargent, Chair; John Erickson and Jane Lowe  
September 8, 2019

### **TIMELINE for FAREWELL, SELF-STUDY, SEARCH, DISCERNMENT, & WELCOMING**

This timeline is designed to provide a description of those tasks we will need to complete over the next 18 months. We recognize that these dates may be subject to change. We will post in the Parish Hall a chart that will track our progress so that every member of the parish is kept informed.

#### **1. Parishioners Express Interest in Committee Participation**

Descriptions of roles/responsibilities for the Farewell Committee, the Self-Study Committee, and the Search Committee are distributed to parishioners with an expression of interest form.

Completion date:      October 1, 2019

#### **2. Vestry Appoints Committee Chairs and Committee Members**

Based on expressions of interest from parishioners and suggestions from the Vestry, the TPT and Wardens propose Committee chairs and members to the Vestry for endorsement.

Completion dates:      Farewell Committee – October 1, 2019  
   Self-Study Committee – October 15, 2019  
   Search Committee – January 15, 2020

3. **Farewell Committee**

Consistent with its identified role and responsibilities, the Farewell Committee appointed by the Vestry organizes a series of activities that celebrate and honor Rodger's ministry at St. Luke's.

Timeline:     September 2019 – January 2020

4. **Selection of Interim Priest**

The Vestry appoints a small committee (two members of the Vestry and the two Wardens) to interview candidates and bring to the Vestry one or two candidates for Interim Priest. The selection committee works closely with the Canon for Transition Ministry, who will provide names of available candidates.

Timeline:     Small committee appointed by Vestry at September 2019 meeting  
Begin review mid-October 2019  
Selected candidate endorsed by the Vestry by December 15, 2019  
Interim Priest begins no later than mid-February 2020

5. **Self-Study Committee**

Consistent with its defined role and responsibilities, the Self-Study Committee sets the framework for its work, administers information-gathering and assessment tools, holds focus groups, drafts the Parish Profile, and shares this document with the Transition Planning Team, the Vestry, and the Congregation. The Committee, in cooperation with the Search Committee, also assists in the preparation of the Community Ministry Portfolio for the (national) Office of Transitional Ministry. Once approved by the Vestry, the Parish Profile, OTM Community Ministry Portfolio, and position description are forwarded to the Canon for Transition Ministry and the Bishop for review and posting.

Timeline:     October 2019 – February 2020

6. **Search Committee**

The Search Committee appointed by the Vestry carries out its identified role and responsibilities from mid-January 2020 – December 2020, with the goal of calling the new Rector by December 2020 or January 2021.

Timeline:

Gear up

Post position

mid-January & February 2020

mid-February 2020

|  |                                |
|--|--------------------------------|
| Receive applications   | mid-February to mid-March 2020 |
| Review applicants' materials<br>& narrow field to approximately 10 | mid-March through April 2020   |
| Conduct phone/Skype interviews                                     | May to mid-June 2020           |
| Visit parishes of 3-4 selected candidates                          | September 2020                 |
| 1-3 finalists visit St. Luke's                                     | October 2020                   |
| Final recommendation to Vestry                                     | November 2020 Vestry meeting   |

7. **Welcoming Committee**

A Welcoming Committee for the new Rector will be formed later in 2020, as we get closer to knowing when he/she will begin at St. Luke's. (The Vestry will serve as both the Welcoming and Farewell Committee for the Interim Priest.)

Timeline:     Fall 2020

## **Farewell Committee for Rodger Broadley Church of St. Luke and the Epiphany**

### Composition

This group will have a Chair and 7-10 members, with others participating in specific activities.

### Overall Responsibility

From September through mid-January, the role of this working group will be to organize a series of activities that celebrate and honor Rodger's long ministry at St. Luke's. The activities need to be designed so all parishioners and friends of the parish can participate as desired. Elements of surprise can be included.

### Time Commitment

- Bi-weekly meetings depending on tasks.
- Activities will take place from October 2019-Rodger's departure in January 2020

### Supportive Resources

- Transition Planning Team
- Congregation

### Major Tasks

- Plan a series of activities that will provide parishioners with many opportunities to acknowledge Rodger's many contributions to the life of this parish. These events should be linked to the parish calendar. For example, one idea would be to have a monthly pop-up discussion each month for "Conversation with the Rector". This could be open ended or could focus on a theme of his ministry.
- Plan a gift for Rodger. This could take many forms from collecting personal notes for him, to developing a photo album, to more formal gifts.
- Coordinate with Mary Ellen Desmond a reception to honor him after her Comfort and Joy Concert in December.
- Plan a farewell celebration for Rodger's last weekend at St. Luke's. This could include an offsite party on a Friday evening. (It is Rodger's preference that this not be a formal dinner, but rather be drinks, light food and music.) This would then be followed on Sunday by a special liturgy for him with a luncheon following the service.

## **Self-Study Committee Church of St. Luke and the Epiphany**

### Composition

This committee will have Co- Chairs and 8-10 members. This will be a diverse Committee representing all parts of the congregation. Because there are many different aspects to developing, implementing and writing the final parish profile, the members will have a wide range of skills such as project management, group facilitation, to research, writing and communications. There will be many opportunities for participation. This committee may elect to have sub-committees who will recruit additional members from the congregation.

### Time Commitment

- Because there are many tasks to complete with the self-study, the time commitments are likely to vary. On average one can expect to be engaged in bi-monthly meetings with activities (e.g. parish meetings) in between. The Committee will complete its work between mid-October 2019 and the end of January 2020.

### Supportive Resources

- Transition Planning Team
- Canon for Transition Ministry, Diocese of PA
- External Consultant as needed

### Context for Committee's Work

As we say good-bye to Rodger, we will begin a process of self-study in order to create a parish profile. This self-study is designed to answer three questions: Who have we been? Who are we now? Who is God calling us to be? From the material that is gathered through parish meetings and/or surveys, a parish profile will be created that describes our congregation's history, mission and goals, hopes, dreams and the qualities we seek in our next priest.

### Major Tasks

- To organize and implement a process to gather information about every aspect of our parish life. This information will be gathered from written documents, parishioners and other constituencies (e.g. community, groups that use our space, etc.) through surveys and face-to-face meetings.
- To write and assemble the final profile. This profile, a narrative document with photos and a short video, will tell our story to prospective candidates for the position of Rector. It will be posted on the Church website and shared with the Diocesan Canon for Transitions.
- To work with the Search Committee to complete the portfolio for the National Episcopal Office of Transition Ministry.

## **Search Committee for Discernment of Next Rector Church of St. Luke and the Epiphany**

### Composition

The committee will consist of 7 members, appointed by the Vestry. The membership will include some representation (1-2) from the Vestry.

### Overall Responsibility

Through a multi-phase discernment process, the Search Committee will identify and recommend to the Vestry an individual to be called as the next Rector.

### Time Commitment

- Weekly or bi-weekly meetings from mid-January through December 2020.
- Travel in pairs (one or two overnights—Saturday to Sunday, or Friday to Sunday) to parishes where final candidates currently serve.

### Supportive Resources

- Transition Planning Team
- Canon for Transition Ministry, Diocese of PA
- External consultant, as needed

### Context for the Committee's work

The discernment process of the Search Committee will be framed and informed by a preceding self-study process, an activity of self-reflection that will have broad parish participation. The self-study process, planned for late fall 2019 and early 2020, will result in a Parish Profile, which will serve as part of the public posting of the position.

### Major tasks of the Search Committee

Note: The summary does not include the many points of consultation with or action by the Canon for Transition Ministry or the Bishop.

- Assist in development of the Portfolio for the national Office of Transitional Ministry and the position description.
- Review applications received in response to the Parish Profile and other postings in early 2020.
- Narrow the field of applicants to approximately 10.
- Conduct phone or Skype interviews.
- Narrow the field to 3-5 candidates. Conduct telephone reference checks on those being considered for site visits.
- Visit, in pairs, the current parishes of 3-4 selected candidates; meet with the candidates, their Vestries, and perhaps select others.
- Further narrow the field to 1-3 finalists; arrange for these individuals to come to Philadelphia to be interviewed by the Search Committee, meet with the Vestry, meet with the Bishop, and participate in other get-acquainted activities.
- Discern which individual to recommend to the Vestry to be called as the next Rector.

**Parish Participation in Transition Activities**  
(Farewell Committee, Self-Study Committee, & Search Committee)

Beginning early this fall and continuing throughout 2020, this parish community will engage in multiple activities related to the retirement of our long-serving and beloved Rector, Rodger Broadley. These activities will be planned, overseen, and carried out by three transition committees:

Farewell Committee (to honor Rodger's service and bid him farewell)

Self-Study Committee (to reflect on who we are and what we want to be, culminating in a Parish Profile and other key documents)

Search Committee (to review applicants, conduct interviews, & recommend a candidate to be our next Rector)

At this time, we are soliciting expressions of interest in serving on one of the three transition committees.

First, however, we ask that you review carefully the expected time commitment and responsibilities for the committees, details of which are included with these materials. Then consider how your experiences, skills, and gifts might contribute to a successful transition for our parish community.

While we welcome all expressions of interest, it is likely that not all those offering to serve can be appointed to one of these committees. Importantly, though, both the Self-Study Committee and the Farewell Committee will need to engage individuals beyond their committee membership and will call on many parishioners to support their efforts.

To express your interest, either: 1) complete the form below, and place it in the offering plate; or 2) email your expression of interest to [tpt.slatechurch@gmail.com](mailto:tpt.slatechurch@gmail.com).

To facilitate moving forward, we ask for responses by **Sunday, SEPTEMBER 22**.

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Name \_\_\_\_\_

Phone:

Email:

I am interested in being part of the following committee(s):

- Farewell Committee  
 Self-Study Committee  
 Search Committee

My particular experience, skills, or gifts: