

**Charge to the Transition Committee for the IV Bishop of the Diocese of El Camino Real
Presented by the Standing Committee of El Camino Real**

“Holy One, we give you thanks for the ministry of Bishop Mary among us, and pray for her, for all involved in the transition process, and the whole diocese. Give us listening and prayerful hearts and guide us in our call of the 4th Bishop of the Diocese of El Camino Real. We pray in Jesus’ name. Amen.”

The focus of the Transition Committee is the nurture and shepherding of our nominees for Bishop from the moment of the announcement of their names to the diocese until the installation of the elected Bishop. This document sets expectations and is intended as a guideline for the Transition Committee. The Transition Committee may make additional standards and procedures to aid the process, keeping the Standing Committee informed of any additional standards or procedures. The election of a Bishop is provided for by the Constitution (Article II & VIII) and Canons (Title III: Canon 11 & 12) of the Episcopal Church.

The charge to the Transition Committee is as follows:

- Treat all our nominees with loving pastoral care and hospitality, dignity and respect in a highly stressful time for them and their families. The provision of pastoral care to all candidates during the entire process is a major responsibility of this team.
- Maintain absolute confidentiality about this process and the nominees at all times, now and forever. You are asked to maintain neutrality in this process. Each nominee must have all their personal information held in strict confidence by the Transition Committee members. The Standing Committee is committed to a process that upholds the dignity of everyone involved.
- In order to maintain neutrality and offer hospitality and welcome to each nominee, nominees are not to be invited to any activities that might be viewed as lobbying or campaigning, including visits to the diocese outside of the formal visitation process. Information about the diocese should be shared equally among the nominees and should be as complete and accurate as possible.
- Plan and conduct “walkabouts” in early May of 2019 for the final slate of candidates. The purpose of the “walkabouts” is for the delegates of the electing convention and others to meet them, hear them speak, and ask questions, as well as give an opportunity for the nominees to get to know our diocese. Your responsibility is also to shepherd the nominees through this series of visits around the diocese and throughout their nomination process including during and after the Electing Convention.
- Work with our diocesan communications staff to provide other opportunities for every nominee to make her or himself known to the diocese, such as videos or interviews in print or on the website.
- Provide educational materials such as bulletin inserts etc. to the diocese to explain the role of the bishop and the election and consecration process in coordination with the Search and Standing Committees.
- Assist the appropriate officers and staff of the diocese, and others who help produce diocesan conventions, with logistical help in the preparation and execution of the electing convention. It is the responsibility of the Standing Committee, Bishop, Chancellor, and staff to ensure that the electing convention conforms to national and diocesan canons.
- Coordinate the celebrations of Bishop Mary Gray-Reeves’ ministry and leadership in our diocese in consultation with Bishop Mary, the Standing Committee, and others.

- Support the events surrounding the consecration in January 2020, as described in the Presiding Bishop's customary.
- Assist, as appropriate, the Bishop-Elect and family with their respective transitions. This will include relocation, contacts for personal and business needs, connections with needed institutions, and other support during the process of relocating within the diocese.
- The Standing Committee may also ask the Transition Committee to oversee gifts for the bishop-elect.
- Compile for the diocese, at the end of the process, a "how-to/lessons learned" document with information and details concerning how transition events were planned, scheduled, budgeted, and attended, including advice for those who will be in charge of similar events in the future.

Communications

The Standing Committee is the main communicator for the press, the diocese, and the wider church. The Chair of the Transition Committee will communicate regularly with the President of the Standing Committee, or President's designee, and the diocesan consultant in a timely manner in order to ensure effective communication and execution. Communication with the diocese will be on a regular basis through the diocesan website and publications.

Timeline

The Transition Committee Retreat – November 10, 2018

Announcement of nominee names – mid-March, 2019.

Walkabouts in early May, 2019.

Electing Convention – June 1, 2019 at Saint Andrew's Episcopal Church, Saratoga, CA.

Consecration – January 11, 2020 at Saint Andrew's Episcopal Church, Saratoga, CA.

Budget

The Transition Committee is responsible for understanding the diocesan budget regarding the transition process which includes, the "walkabouts," the events surrounding the consecration, and the monies available for relocation. The Transition Committee will keep within the budget established by the BOT and will keep the President of the Standing Committee informed of expenses.