

MEMO

Date: January 17, 2014

To: Clergy of the Diocese of New Jersey

From: The Rev. Canon John W. Sosnowski, Canon to the Ordinary 

Re: Bringing Ministries to a Close

Except in rare instances, the departure of a priest from a church is often a time of grief both for the priest and for the church or mission in which the priest has served. Relationships have been formed. Priest and people have rejoiced together through the cycles of the Church year and the cycles of life. They have also wept together. The grief of the priest's departure should be acknowledged and healthy leave-taking encouraged. Toward this end, please be aware of the following policies and guidelines that are being adopted and are effective immediately:

When you consider resigning your present ministry to accept another call:

--At least six (6) weeks notice must be given to Wardens/Vestry about your new call and departure date from your church. Eight (8) weeks is preferable.

--All future Letters of Agreement will contain a clause about this six weeks notice necessary before departure. Exceptions to this will need to be negotiated with the Canon to the Ordinary in consultation with the Vestry.

--Clergy anticipating retirement, especially those who have served long in their positions, should provide more extended notice (6 -12 months) mindful of the need of the Church to adequately honor your time together and to prepare for the transition, to insure that strong lay leadership is in place and to equip members for ministry as they face the future together.

-- An exit interview for all Rectors, Vicars, Priests-in-Charge must be scheduled with the Canon to the Ordinary before departure from the Church.

--For retiring clergy, the Bishop's Form for the Church Pension Group will not be signed by the Bishop until the exit interview is conducted by the Canon to the Ordinary.

These guidelines are meant to provide for a healthy termination for both the clergy and people of the church and an orderly transition to a future plan for the congregation. Thank you.