

TASK 1 PROFILE		July	August	September	October	November	December	January	February	March	April	May	June
	Survey - Develop		█										
	Survey - Deploy			█									
	Survey - Compile				█								
	Survey - Analyze												
	Focus Groups - Develop		█										
	Focus Groups - Conduct				█								
	Focus Groups - Compile				█								
	Narrative - Develop			█	█								
	Narrative - Consensus					█							
	Narrative - Vestry Approval					█							
	Narrative - Deliver to Canon Nunez												
	Parish Profile- Develop			█	█								
	OTM Community Portfolio-Complete						█						
	OTM Community Portfolio-to Canon Nunez							█					
TASK 2 NOMINATIONS		█											
	Parish Suggestion Box	█											
6-9 candidates, 25 max.	Nominations - to Canon Nunez						█						
	Nominations - # of candidates (Vestry)							█					
TASK 3 SCREENING		█											
OTM instruction	Screening - Meet with Canon Nunez							█					
OTM review	Screening - Review/vote Candidate Info								█				
letters interest	Screening -Communications									█			
meet re:ref andinterviews	Screening - discuss candidates with CN										█		
No thank you letters	Screening - Final List											█	
	Screening -background check												█
	Screening - Face to Face Final Screen												█
TASK 4 CALL		█											
	Call - Vestry Election Notice to Bishop												█
	Call - Letter of Agreement												█
	Call - Priest's Second Visit												█

OTM is the Office of Transition Ministry