

Welcome to the Transition Process!

Canon Kevin Olds will be away from June 15th to July 25th, 2026. If your parish is newly entering the transition process during that time, here are concrete steps you can take during this absence:

- 1) Be in touch with Gigi Leackfeldt (gileackfeldt@episcopalct.org) to begin the Financial Analysis process. We conduct a Financial Analysis for each parish entering transition so that you have a clear understand of not only your current capacity for hiring a new priest, but what your current data trend says about your future capacity as well.
- 2) Consult the latest Supply Clergy List (click 'Supply Clergy' on the Lay Leadership page found here: <https://www.episcopalct.org/lay-leadership/>) to find coverage for Sunday mornings that you want to have Holy Eucharist.
- 3) Be in touch with Jaylynn Foreman (jforeman@episcopalct.org) to schedule a Zoom meeting with me after my return and to schedule a Sunday visit when I can come to the parish.
- 4) Below is a rundown of the other transition documents available under "*Useful Resources*":
 - a. *Wardens' and Vestry's First Seps in Clergy Transition*. This is a step-by-step guide for what to do when you find out that your priest is leaving. You'll notice some overlap with what has been written above.
 - b. *Sample letter to the parish*. This is a template that can be used to announce the priest's departure.
 - c. *Leaving Well Policy-2025*. This outlines the restrictions around contact between the priest and the parish after the priest's departure.
 - d. *Duties of Parish Wardens and Vestry With No Clergy in Place*. This is a one page resource for items that still need tending to in the absence of clergy.
 - e. *Clergy Interview Assets 2025*. A zip file filled with resources that can be helpful when preparing to interview candidates.