

Pastoral Transition Agenda – 1st meeting with LBA

1. Sympathy for their losing their pastor
2. Talk about your response (how they've feeling and processing the information)
3. Transitional Issues
 - a. When he is leaving – agree/confirm date.
 - b. Closure to his/her ministry. Plan something. Honor and express gratitude. Remember the spouse and family members.
 - c. Transitional leadership (if required)
 - i. Who?
 - ii. How long?
 - iii. How much leadership and time is necessary/week, etc.?
 - iv. Compensation needs to be considered – salary, expenses, travel
 - v. Why? Sometimes in a long term pastor a transitional time is important and necessary. Sometimes if there are problems or issues, it is important and necessary. Sometimes because of the season of the transition it is necessary.
 - vi. Staff? Procedures for handling the staff.
 1. When a senior pastor resigns all of the staff is required to resign. This is for the protection of the church and the senior leader that will come in.
 2. Depending on the health of the church and the staff situation, it is often advisable to 'rehire' the staff for the interim period, if they are open to it.
 3. If they accept the contract, which would be for the interim time, it would be until the next senior pastor accepts a call.
 4. At that point, it is at the discretion of the new senior pastor to recommend the staff.
 5. The senior pastor recommends. The LBA approves. The LCC creates and approves the position and the budget allocation for the position.
 - vii. Interim pastoral leadership process
 1. The interim pastor is appointed by the DBA at the recommendation of the DS.
 2. I do this in consultation with the LBA
 - viii. LBA meetings
 1. Chaired by the appointed interim pastor or DS
 2. Vice-chair can chair the LBA as a pastoral search committee.
 - d. Transitional teaching information sheet (see sheets handed out to members)
 - e. Board serves as search committee.
4. Church evaluation
 - a. Where have you been the past 5-10 years?
 - b. How are you different now than 10 years ago? 5 years ago? 2 years ago?
 - c. What are your present concerns – other than the transitional issues?
5. Vision
 - a. What is your vision for the future?
 - b. Your vision, and who you are and what you want to be will determine what kind of pastor you will look for.
6. Desirable qualities/Biblical qualities in a pastor

My desire is to recruit with you to a vision, not a present reality. In other words, we celebrate what Pastor ___ has done in his leadership these past ___ years. Now, who does God have for you that can take a church of ___ to have an even greater impact – reach more people for Christ through this local church and a regional church planting vision? Not just a person who can pastor a church of ____, but a pastor who has the capabilities, passion and vision to lead a church to be great in size, impact and health.

Pastoral Transitions

Healthy Transitional Principles

1. Honor your predecessor (or the one that is leaving) – integrate the past and present experiences and honor them.
2. Build on health – don't treat pastoral transition like it is a terminal diagnosis or illness. Build on the strengths of the pastor that is leaving and the strengths of the church as it is right now.
3. Complete the past – the past and the transition is just the releasing of the first stage of the rocket to allow the next stage to be released and propel the congregation to the next trajectory.
4. Envision abundance – Envision how the body can thrive in and through a leadership transition.
5. Create Capacity – When a leader moves on, a hole is left in the operation. There are irreplaceable qualities that are unique to the leader and impossible to replicate. There are also transferable skills that were not, or were not yet transferred.
6. Fight the demons – manage the shadow side of transition: the things that will try to crop up and scuttle the future. A. Spiritual struggles – Satan wanting to cripple momentum and vision. B. Power struggles. Dysfunctional elements in a congregation tend to show up and take front and center stage. Don't let it. Stay focused on what needs to be done.

Four Key Players in a healthy transition

“A healthy pastoral transition is one that enables a church to move forward into the next phase of its external and internal development with a new leader appropriate to those developmental tasks, and with a minimum of spiritual, programmatic, material, and people losses during the transition.

1. The departing pastor
2. The board and search committee
3. The transition leader
4. The arriving pastor

Type of church you are

Family culture church – primary concern is with maintaining a way of life that has integrity and familiarity.

Primary concerns during the early part of the transition:

1. Grief
2. Maintaining continuity during the transition
3. Being patient in finding the right leader for the future
4. Having and articulating a vision that is big enough and genuine

Notes taken from “The Elephant in the Boardroom” by Carolyn Weese, J. Russell Crabtree

Role of the Local Board of Administration

1. The vote shall be for a two-year call, subject to such adjustments as the district superintendent shall approve, so that the term shall expire at the uniform time set by the General Conference (700).
2. The initial call may be for four years or an extended call if such is recommended by the local board of administration and approved by the district superintendent. In case of an extended call the rules governing an extended call shall apply (720).
3. The local board of administration, under the leadership of its vice-chair, shall counsel with the district superintendent concerning possible candidates. If the church desires to call a minister from another district or from outside the denomination, the local board of administration shall first secure from its own district superintendent assurance that the transfer of the minister would be approved (cf.313:6).
4. When a candidate has been approved by a majority vote of the local board of administration (cf. 782:14), the candidate's name shall be presented as a nomination to the local church conference, and the vote shall be taken in keeping with the regulations governing all pastoral voting (692).

Role of the District Superintendent

1. "To counsel with a local board of administration for the securing of a pastor, proactively assessing the needs of the church and providing it with specific recommendations and names of potential pastors who best fit the profile to help meet those needs. The LBA and the District Superintendent shall approve a pastoral candidate before that person is recommended to the church for a vote. The District Superintendent shall also carry out the provisions of The Discipline concerning the call, the resignation and release of a pastor from the pastoral agreement, and other matters pertaining to pastoral relations for the pastoral charges under district care." (1310:19)
2. "To perform all of the functions of a pastor for a local church within the district when such church is without a pastor, or to recommend to the District Board of Administration the appointment of a supply or interim, if necessary, until another pastor has been obtained."

Pastoral Candidating Weekend

Compensation

For the candidating weekend, the local church should compensate for transportation and all other expenses:

- For car travel, the church should pay mileage, not just gas remuneration.
- If he/she gives the sermon during the worship service, an honorarium should be given. It is good to have the honorarium expense check given to the candidate prior to their departure after the weekend.
- Any expenses which the candidate incurs in this process, other than the candidating weekend.

When a pastor accepts the call to come to your church, all moving expenses, including overnight lodging and meals on the road, mileage for car(s), etc., must be covered by the church.

Candidating Weekend

Some things which should be included are:

- Ample time with the LBA to ask questions, and then allow the candidate to ask questions of the LBA.
- Preach in the worship service(s).
- Opportunity to meet the church family, whether this is a cookout, potluck, etc. (please do *not* schedule a question-answer forum time for the entire church to ask questions of the candidate. The church has elected the LBA to do the interview. People will individually ask questions, of course, but a group setting for this is not recommended.
- Opportunity to spend some time looking at the town, schools, etc.
- If there is a parsonage, they can view it inside and out. If there will be a housing allowance, time to check out real estate costs and availability.
- Opportunity for a spouse who is seeking employment to initially see what's available, e.g., a nurse stopping in at the hospital.

Remember – you're not just looking over the candidate – the candidate is looking over you!

You will be making an impression on the candidate and his/her family. I have been both a pastoral candidate as well as scheduling candidating weekends. Here are some suggestions from those experiences:

- Provide a hotel room for them. It is very important for the pastoral family to have private time to talk freely about the weekend as it unfolds, and be able to totally relax, as candidating weekends are very stressful and exhausting.
- Have a welcome bouquet or fruit basket in the room upon their arrival. If there are small children, you may want to include an inexpensive gift for each with an individual welcome note.
- If young children are coming, offer to provide babysitting. Sometimes it is better to have someone baby-sit at the same location where the parents are, since everything is new to the children. Be sensitive to this.
- Prior to the candidate's arrival, your LBA should discuss what the important questions are to ask of the candidate. It is good for the vice-chairman, or pastoral search chairman to keep a list of these and make sure they are all covered.
- Have a printed schedule for the candidate, making sure you clarify your expectations of them, such as preaching, interview, etc. Make sure it includes specific directions about where to be and when and how to get there, or who will be meeting them. Include phone numbers as needed.
- Be prepared to share your church's mission, vision, hopes and aspirations.

Pastoral Support Worksheet

COMPENSATION PACKAGE FOR PASTORAL STAFF

(See District Resolutions 8-9)

Church _____ Staff Member _____

Status (check one): ___ Senior Pastor ___ Associate ___ Assistant ___ Other _____

Term of Agreement _____ to _____
(month, day, year) (month, day, year)

SALARY & EXPENSES

Salary (annual) \$ _____
Travel Reimbursement \$ _____
Reimbursable Professional Expenses (annual) \$ _____

HOUSING

Parsonage allowance (annual) \$ _____
Are a parsonage and utilities furnished? ___ Yes ___ No

INSURANCE

Health insurance ___ Full ___ Partial
Is other insurance supplied? ___ Yes ___ No
If so, what? _____

PENSION

Payments made to the Wesleyan Pension Fund _____ %
Social Security payments ___ 0 ___ 1/2 ___ Full

SUPPLEMENTAL EMPLOYMENT

Does the pastor supplement his/her income with other employment? ___ Yes ___ No
Number of hours spent in outside employment/week _____ hours/week
Has this been mutually agreed upon by the pastor and the LBA? ___ Yes ___ No

OTHER

Are continuing education/training expenses provided? ___ Yes ___ No
Amount per year \$ _____
Expenses at required conferences/events covered?
Ministers & Mates Retreat ___ Full ___ Partial ___ None
District Conference ___ Full ___ Partial ___ None
District Family Retreat ___ Full ___ Partial ___ None

SALARY & BENEFITS INCREASES

Date of last salary increase _____ Amount of increase \$ _____
Date of last benefits increase _____ Amount of increase \$ _____

VACATION & OTHER MINISTRY OPPORTUNITIES

District Journal, Section VII, Standing Rule B1, gives this guideline (one week includes one Sunday):
Four years or less of service – 2 weeks paid vacation
Five-eleven years of service – 3 weeks paid vacation
Twelve years of service – 4 weeks paid vacation

Years of service in The Wesleyan Church (denomination, not local) _____ year(s)
Paid vacation for this year _____ week(s)

Time given for other ministry opportunities (education, mission trip, etc.) _____ week(s)
This includes how many Sundays? _____ Sunday(s)