



Pastoral Transition Process

Board Responsibilities

1. It is the responsibility of the church board and/or Senior Pastor to notify the GLR as soon as they become aware that a transition will take place.
2. Upon knowledge of transition through job vacancy, retirement, etc. the GLR will reach out to the board or leading lay members to begin a dialogue.
3. It is important that a GLR representative is present at **any** meetings where the final candidate is being discussed.
4. GLR will meet with the board to lead them through a process to lay out a plan for the entire transition. This will include the following documents:
 - A. Create a brief 1-3 page strategic vision document of what God wants this church to look like in 3-5 years.
 - B. Create Pastor Profile for the search team that describes the traits and characteristics of what type of pastor will most effectively lead them to fulfill the strategic vision.
 - C. Create Church Profile-for the candidating pastors to review that gives them a picture of the church, community, schools, city, etc.
 - D. Create a compensation package range.
5. The board will recruit and approve the search team (approximately 5-7 members with 1-2 being board members)
6. The board provides the search team with a working budget for the search process including any expenses incurred during the search process.
7. The board provides a compensation package to be reviewed by a GLR representative prior to any offers being made to a potential candidate.

Search Team Responsibilities

1. Work with the board to complete steps above so that advertising of job posting on Wesleyan.org job board, Church Staffing, etc.
2. Once job is posted
 1. Sort candidates based on A-B-C method
 - i. A=hot prospect, meets criteria very well

- ii. ii. B=possible candidate, meets most criteria, still have some concerns or questions
 - iii. iii. C=send a “No thank you” letter or email
3. Divide “A” candidates among smaller groups of people and conduct a phone interview with 2-3 members of the search team. GLR will provide sample interview questions if needed.
 4. Debrief interviews with the entire search team.
 5. Top 2-3 candidates phone interview with the entire search team & determine who to bring in for the live interview.
 6. Final candidate-request transcripts from college/seminary for evaluation.
 7. Final candidate-send resume to GLR for review.
 8. Final candidate-notify GLR for criminal & credit check.
 9. Final candidate-notify Regional office for Simmons Personal Inventory assessment.
 10. GLR rep will get Simmons results and report back to the search team the findings. If approved, Search team can extend an offer to prospect to arrange for a “candidating weekend” to preach a message to congregation

Responsibilities of the Congregation

1. Pray for board, search teams and candidates.
2. Honor the confidentiality.
3. Participate in the open events to meet the final candidate.
4. Vote on the recommended percentage for the pastoral vote.
5. Participate on the vote for the recommended candidate.
6. Pray for, support and encourage the new incoming pastor including their new ideas and approaches to ministry.

Responsibilities of the Great Lakes Region

1. The GLR desires to help you find the very best pastor possible
2. The GLR needs to be actively involved in the process starting with all “A” candidates and then all the way through installing the new pastor
3. We will help you create a complete salary package to present to the candidates
4. Keep checking in with search team & updates on progress
5. The final candidate must be approved by the Regional Superintendent PRIOR to being recommended to the board or the congregation
6. The GLR will talk to the candidate about the best practices to support their transition

Voting Process - Established Churches/Developing Churches-will be covered in the Search Process Training.