

## **Board Agenda – Initial Meeting Preparing for Transition**

The outgoing pastor and the board meet to discuss what needs to be done immediately in light of informing the board of one's resignation.

Board Agenda – *(insert church's name)*  
*(insert date, time, location)*

### **1. Call to Order/Prayer**

### **2. Pastor reads resignation letter** *(printed copies distributed to all board members)*

### **3. WMN Pastoral Transition Manual is distributed** *(printed copies for all)*

- Stages of search process – decide how your process will look so it can be shared when pastor announces resignation.
- As leadership, you need to know where you are going before you look at a single résumé. This is where many churches get into trouble. They like how a candidate looks but have not determined what they need in a pastor.

Illus.—Going to a car lot and looking at vehicles without knowing what kind you need: you fall in love with single cab pickup or sports car when you need third row seating for your growing family. Know what you need before you start looking.

### **4. Announcing Pastor's resignation to the church**

- Date of announcement to the church
- Pastor's last Sunday/last work day
- Documents to have out after church:
  - Pastor's resignation letter
  - Board letter – p. 57
  - 12 Stages diagram (if you are using the 12 stages)
  - Mobilizing Prayer – p. 69
  - Transition Q & A document – p. 59
  - Board/PST Commitment – p. 75

### **5. Pastoral Search Team**

- Review bylaws for instructions
- Initial list of potential search team members based up criteria in:
  - Chapter 5: Essential Qualities of Search Team Members

- Chapter 6: The Pastoral Search Team – who can fill the various roles?
- Set up specific email for all communication (So résumés do not get lost in one's regular email)

## **6. Revise and freeze membership roster – do before pastor leaves**

## **7. Items for future meetings**

- Sustainability Initiative? – Appendix B
- Assess potential threats to the church that could arise as a result of the pastor leaving
- Items for board to decide before pastor leaves
  - Read Parting Well section – Appendix A
  - Pastor's unused vacation: pro-rated for the year or given the whole year? (We suggest giving the whole year's worth especially if the pastor has not received any sabbaticals)
  - Love gift
  - Severance
  - Farewell events/gatherings

## **8. Adjournment**