

Letter Retaining Paid Pastoral and Support Staff during the Transition

It is common for pastoral and support staff to experience anxiety during a pastoral transition. The search committee can head this off quickly by sending them a letter similar to the one below. Feel free to cut, paste, or edit accordingly.

Dear (Insert staff person's name here)

The resignation of a lead pastor is always a little unsettling and creates many challenges. We are sure it has raised a few questions in your own mind as well. One question we do not want you worrying about is your job status.

On behalf of the church board, I am asking that you stay on in your present position during the transition period. We need you now more than ever. We do not know how long this interim period will be, and circumstances could change should it be prolonged. However, at the present time we believe keeping the staff intact will help provide stability during this season of change.

Of course, the new pastor will have the prerogative of selecting his or her own team, and you could well be part of that team. In the meantime, we are grateful for your contribution and faithfulness to our church and the Lord.

Sincerely,

(Insert first and last name here)

Acting Board Chair

(Insert your church name)