**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**