

Pastoral Transition Manual

Missionary Church North Central District
Revised: May 14, 2018

Constitutional Guidelines for Pastoral Searches

Missionary Church Constitution. Article XVII.D.1:

1. Pastor

- a. Selection. The manner of pastoral selection shall be left to the decision of each region/district, with the provision that the local church, the pastor, and the region/district shall be involved in the negotiations.

The pastor shall be chosen from among persons approved as ministers in the Missionary Church.

Other than in situations of need, only men may serve as a pastor in a church with one pastor or as a senior pastor in a church with multiple staff. (See Position Paper X: "The Role of Women in Ministry")

- b. Duties. A pastor shall be an example to the flock of God by keeping himself free from all worldly entanglements and above reproach in all matters of conduct and finance. It shall be his duty to preach the Word; to exercise prayerful and diligent oversight of the church, watching for the souls thereof as one that must give account; and to seek earnestly the salvation of the lost, that in all things he may be approved unto God. The pastor shall be recognized as head of the local church and shall be responsible for the public services and general promotion of the church activities. He shall be an advisory member of all committees. It shall be his prerogative, with the approval of the church board, to arrange for all special meetings and to engage the necessary help for the same.

North Central District Bylaws, Article XI, Section 9

Section 9: Calling a Pastor

- A. The District Superintendent shall make available to each church desiring a change of pastor, a list of all approved ministers.
- B. A local church seeking a new pastor shall work through the District Superintendent. Under no circumstances may candidates be summoned without his prior approval.
- C. From the list of approved and available Missionary Church pastors and workers, the church may, through the District Superintendent, make preliminary contact with the desired prospect.
- D. The Church Board or the Pastoral Search Committee, exclusive of the pastor, shall bring to the Local Conference the name of a candidate which it considers advisable.

Guidelines for the Pastoral Search Committee

(As suggested to the congregation)

1. The most important factor in calling a pastor is being able to know and follow the Lord's direction. **You want God's man for your church!** After your pastor's resignation, one of the first steps to take (*beyond what has been shared previously*) is to consult with your district superintendent immediately to learn of established policies that the North Central District may have for seeking a pastor and to begin the process of securing your next pastor.
2. It will be necessary for your church to select a Pastoral Search Committee. This committee, acting on behalf of the congregation, will serve as an investigating committee and buffer, so that the church may function effectively and efficiently during the interim period. Your Church Board may appoint the Search Committee or the Church Board, if not too large, may serve this function. The committee should organize in its first meeting. It should also keep accurate minutes of its meetings and copies of its correspondence.
3. Many organizations have found it helpful to conduct an exit interview with every employee leaving the organization. The obvious reason is that at the time of departure, the person leaving feels a greater degree of freedom to speak candidly about changes or improvements he or she believes would be constructive. Frequently, this interview is conducted by an outside third party in order to facilitate frankness, to depersonalize the interpretation of what is said, and to emphasize the constructive aspects of the departing minister's comments. While this is not a requirement, you may consider it advisable. (*District Office personnel can help to facilitate such an interview if you would choose to have one.*)

Should an exit interview be conducted, the process should include:

- An interview with the current pastor
- A separate interview with the current pastor's spouse
- A joint interview with the pastor and spouse together

This report from these interviews by an outside third party can be very valuable to the leaders or committee concerned with the selection of a new pastor and with the future of the congregation

4. It is essential for the leading lay leaders and/or committee to have an up-to-date understanding of the scriptural role of the pastor, as well as the role of the departing pastor, if they are to talk intelligently about the role of the next pastor.

We referenced the duties of a pastor as outlined in the Missionary Church constitution on page one of this manual.

5. Something to remember whenever the pastor departs is that it is a common tendency for the congregational leaders to begin looking for the opposite

characteristics in seeking a replacement. Thus, if the departing minister is an excellent preacher, but only a fair administrator, the tendency is to seek a replacement that has a reputation as an excellent administrator. (*Of course, it is assumed he is also an excellent preacher!*) Should the departing pastor have been an excellent administrator, but only average in pastoral care, the normal tendency is to seek a replacement that excels in pastoral care.

The implication of this common pattern merits serious consideration. First, there must be discussion of the "trade-off," since very few clergy excel in every function of ministry. There must be a redefinition of the role of other paid staff members and/or the roles and responsibilities of volunteer lay leaders. Furthermore, the purpose, program, priorities and role in the community of the congregation must be clearly redefined.

6. After selecting a chairman and secretary (if not already in place) the following are some additional suggestions which may be helpful:
 - a. All meetings of the Pastoral Search Committee shall be opened and closed with prayer.
 - b. All matters of consideration and discussion within the committee shall be kept within the committee and confidential, until it is ready to make a written report and unanimous recommendation to the church board.
Important!
 - c. No mention shall be made public, or otherwise, of men under consideration because of the possible embarrassment to the pastor and his relationship with his present church. It is important to keep the congregation informed of the progress toward securing a candidate.
 - d. There must be only one candidate at a time presented to the church for action. To do otherwise would make it practically impossible for a man to receive a unanimous call to the pulpit, or even the necessary percentage of the ballots cast to elect the pastor. Once the candidate is asked to formally candidate at the church, the Pastoral Search Committee should deal with no other individual, and should consider no other candidates, until this one is completely taken care of by being either voted in or out.
 - e. All candidates should be investigated thoroughly as to their past record, their faith, and practice. One's personal life should be such that his standing will be a credit to the ministry in the congregation to be served. Contact your District Superintendent for assistance. This requires contacting the references provided by the candidate. (*The resume would assist with this.*)
 - f. The committee, *as a whole*, should interview the prospective candidate and, by direct questions and answers, determine the position of the man. Thus, each member can be assured of personally making a wise decision.

- g. The Pastoral Search Committee should carefully check the district and church bylaws regarding the calling of a pastor, the number of votes required, etc. After they are satisfied they have found a minister to recommend to the church leadership, they should formulate a written report, naming the person, giving their recommendation.

Avoiding Common Search Committee Mistakes

Search committees commonly make ten mistakes that are important to avoid. Discussing these early on in the process will help keep the committee on track:

1. Making a decision based on first impressions. Take time to review a pastor's profile and materials thoroughly, and compare these with the selection and evaluation criteria.
2. Failing to conduct a complete and honest evaluation of your church to identify its strengths and weaknesses.
3. Choosing a pastor who is the exact opposite of, or exactly like, your former pastor.
4. Failing to look at the pastor's previous ministry terms for length, church size, and specialized programs started under his or her watch.
5. Choosing a pastor that the committee thinks the congregation members want rather than the one the church needs.
6. Selecting a pastor who may have a hard time adapting to the culture of your church, community, and locality. This anticipated difficulty may relate to church size, specialized ministries, rural or suburban context, big-city or small-town setting, or cross-cultural and ethnicity issues.
7. Failing to hold the search team accountable to its own ground rules – especially confidentiality.
8. Not holding all candidates to the same submission requirements. *All* candidates must submit the same materials (profile form, pastoral history, sermons, and so forth).
9. Allowing the board or certain members or groups in the church to “push” the process in a direction different from the one the committee might take otherwise.
10. Succumbing to pressure from committee members, the board, or members of the congregation to speed up the process.

Taken from The Pastoral Search Journey by John Vanhoff.

The Pastoral Search Process

When a church receives the resignation of the senior pastor, the following steps *must* be followed:

Step One: Contact the District Superintendent.

Step Two: Review Pertinent Information:

1. What will be the end date for the present pastor's tenure of service?
2. What plans will be made for a proper farewell celebration?
3. Will a severance pay be given? How much will that be? (This is if the termination point is at an unusual time.)
4. Will an interim pastor be required? Is an interim pastor advisable in this situation?
5. How will the pastor's compensation package be safeguarded when a new senior pastor is not yet on site?
6. How will the congregation be kept informed as to what's happening in the search process. ALWAYS keep the congregation well informed through the weekly bulletin, USPS letters, e-mail, personal announcements, etc.

Step Three: Follow the Strategy for the Search Process.

The District Superintendent will be available, as needed, to meet with the Search Committee throughout the pastoral search process. The chairperson of the Search Committee will inform the District Superintendent when interviews are scheduled and will report the results of the interviews to him. The D. S. will be available, if needed, to meet with the local Board or Search Committee when candidates are being interviewed.

1. The whole process of searching for the next pastor will be supported and surrounded by prayer.
2. Church leadership will name a search committee. Sometimes the process for naming a search committee is spelled out in the church's by-laws.
3. The Church Leadership/Search Committee (in consultation with the congregation) will determine what the church needs in a pastors at this time. (Page 8 of this manual has a survey that can be used to determine the congregation's desires for their next pastor)
4. The District Superintendent will share potential pastoral profiles with the Search Committee. Each individual presented is a suitable and acceptable applicant from the district's perspective.
5. The Search Committee will review and examine each profile selecting the top applicants to be considered.

6. Contact top applicants to determine their willingness to be considered for the position.
7. Applicants may be screened by sending each a list of questions to be answered. Potential questions:
 - Personal information on the candidate, his spouse, and his children
 - The candidate's educational background
 - The candidate's past employment
 - A list of references with addresses and telephone numbers
 - Any preliminary questions that will help the committee to narrow down the field of applicants. (See list of questions on pages 10-13 of this manual)
8. The search committee will schedule a pre-visit to the candidate's community (if possible).
9. The Search Committee will send the candidate(s) a portfolio of appropriate documents including the following:
 - Bylaws of the church
 - Copies of most recent bulletins
 - Past financial reports – previous year-end report and each of the last three months reports
 - Copies of church vision and values statements
 - Organizational flow chart
 - Goals for the future
 - Facility layout
10. Set up first interview with the applicant(s) or *begin again at Step 1*. This interview may be done by telephone or video conference (Skype or Google+.) Expenses for interviews that require the applicant to travel or stay overnight shall be cared for by the church.
(Suggested interview questions are found on pages 10-13 of this manual.)
11. Set up a second interview with applicant, as desired, this may be with the Search Committee or the Church Board. If a second interview is scheduled, this would be a good opportunity to acquaint the applicant with the community.
12. A single applicant will be selected to be "the candidate." Invite the candidate to come to the church as its candidate to be its pastor. If his response is affirmative, set the date for his coming. Use as many ways, as possible to advertise the date for his coming to candidate and the congregational vote.

Sometime during this process, church leadership should set the salary they are able to pay the new pastor. The salary should be fair to the candidate's experience and what the church is able to afford. It is the obligation of the church to provide an honorarium and to reimburse the pastoral candidate for his travel expenses and subsequent moving expenses, if he accepts the call of the congregation.

When an applicant is selected to be “the candidate,” it is appropriate to share with him the specifics of the salary package that the church is willing to offer him if he should become their pastor.

13. The candidate and his family should visit the church for an entire weekend during which he will speak in the Sunday Morning worship service(s). Provide lodging, meals, and an honorarium for him while he is in the community.

Provide for as much exposure to the congregation as is possible throughout that weekend. Friday night may be a time of fellowship with church leadership. Saturday may be used for the candidate to be with the men of the church. It may be a time for his wife to be with the women of the church. One way to provide for good interaction is to have a Saturday night fellowship time with the candidate when he can share his life with the congregation and they can ask any questions that may be on their minds.

If you haven't done so yet, you may use this opportunity show them the community. Show them the schools, shopping areas, subdivisions, other churches, and other items of interest. You may also want to provide them a list of realtors who can help in the search for a home.

At this point, it should be clear that if the candidate receives the necessary percentage of votes (to be determined by the board and the candidate) necessary to become the next pastor, he will accept the call to come. A candidate's name is not to be presented to the church unless he is willing to accept the call.

The vote should be taken on the day the candidate preaches. He should be informed of its result that same day (preferably before everyone leaves the service.)

14. Telephone the district superintendent with the results not later than forty-eight (48) hours after the vote is taken.
15. Send a letter containing all the necessary details: (See the “letters” section of this manual)
 - a. Starting date
 - b. Agreed compensation package
16. Announce results to the church by:
 - a. Verbal announcement the day the vote is taken.
 - b. By a notice in the bulletin the following week
17. The church is to take responsibility for all moving needs and expenses.
18. Plan a very enthusiastic welcome within two (2) weeks of arrival. You will want to plan ways to assist the pastor and family to become better acquainted with the congregation.
19. Schedule a Commissioning Service, conducted by the District Superintendent, as soon as possible after the new pastor's arrival.

Congregational Questionnaire

(Submitted by the Pastoral Search Committee)

In order to effectively perform the task assigned to us by the church, we are asking you to supply us with information. Please give prayerful consideration as you fill out this questionnaire.

Regarding a pastoral candidate, tell us what would you believe should be his:

Age: *(check one)*

- under 30 30-39 40-49 50-59 60 or older

Education: *(check one)*

Seminary Degree: unnecessary desirable

Advanced Theological Studies: unnecessary desirable

Experience: *(check one)*

- no previous experience 1-5 years 6-10 years 11-15 years
 16-20 years 21-25 years 26 or more years

Qualifications: *(number these in order of importance)*

- preaching ability
 youth leadership
 organization ability
 outreach leadership
 evangelistic ability
 Bible teaching
 community leadership
 Christian Education leadership
 pastoral counseling
 visitation
 other: _____

List any other characteristic you would like considered:

Names of ministers you would like to have the committee consider:

Other Comments:

Interviewing the Candidate

One of the most important functions of the Pastoral Search Committee will be to interview the candidates. Members of successful Pastoral Search Committees agree the most workable procedure is for the committee to do extensive screening and interviewing, and then present the one they feel might be God's will for the congregation. (*The Pastoral Search Committee's Congregational Questionnaire will assist in the process.*) The following information is shared with that procedure in mind.

In interviewing a candidate, it is extremely important to consider all the possibilities you think may enter into the future ministry of this pastor in the church. The candidate's resume` has been received and every committee member has become familiar with it. Now it is time to become better acquainted with the personality of the prospective pastor. The following is a list of areas in which to question, but it is by no means complete.

1. *The purpose and role of the minister as presented in Scripture* - The information gained from the "exit interview" of the out-going pastor will be helpful in this.
2. *Goals and special objectives for the church* - This is an opportunity for the committee to compare its goals and plans (*which should be based on Scripture*) with the candidate's philosophy of ministry.
3. *Wife* - If the pastor has clear convictions concerning the role and relationship of his wife to the congregation, the committee should know what they are. They should also know his feelings regarding his family and their role in the church, and his own role toward each.
4. *Staff* - Again his philosophy of ministry enters in. How well does he delegate responsibility? Is he willing to extend himself in a smaller church where trained personnel are at a minimum?
5. *What he believes and teaches from the Word* - Associated with this is his attitude toward the church, its doctrines and priorities.

IMPORTANT: *As part of the analysis a Pastoral Search Committee should rely more on a man's past performance record and the recommendation of the D. S. than on the impression which a candidate makes in an interview*

Suggested Questions for Interviewing a Pastoral Candidate

Start the interview by having the applicant tell you his story: Where was he born and where did he grow up? What is his spiritual story – the spiritual environment that he was nurtured in, how he came to faith in Christ, how the Lord worked in his life to call him into ministry, how he and his wife met? Then you can proceed by asking pertinent questions from the list below.

Personal

1. How would you describe your personal devotional life?
2. Do you have a personal prayer team? How do you keep that team informed as to the things about which they need to support you in prayer?
3. How would you describe your temperament? Are you by nature an introvert or an extrovert? Do you tend to make decisions by intuition or by analysis? Do you tend more to be a thinker or a feeler? Would you consider yourself an entrepreneurial/innovative leader or more of a manager?
4. What do you consider to be your spiritual gifts?
5. What are your hobbies?
6. How do you maintain margins in your life--maintaining proper balances between work and family, getting enough sleep and exercise, being sure that there are spaces for rest and relaxation?
7. What, in your opinion, are your personal strengths and weaknesses?
8. What was the last book you read? When was it?
9. What are some sources other than books from which you learn, are encouraged, and are challenged? What sources do you turn to for personal and professional growth?
10. What safeguards do you have in place to guard yourself when it comes to interaction with females?
11. Tell us about someone you have mentored? What did that mentoring look like?
12. How do you personally make connections with people who are not yet in the church or who are not yet believers?
13. How do you help the people whom you serve know that you love them?
14. How have you personally been involved in leading someone to Christ and then helping them to grow in their faith?
15. Do you own your own home?
16. If a church called you to be their pastor, what would be one thing they could do for you that would be most meaningful?

17. If a congregational vote is taken to call you as our pastor, what would you consider to be a fair percentage?
18. State one reason why you would like to become our pastor.

Church Experiences

19. How many years have you been in the ministry?
20. What has been the length of ministry in the previous places where you have served?
21. Were you ever voted out or dismissed from any church? If so, what were the circumstances?
22. Has your ministerial credential ever been suspended by the district or denomination? If so, what were the circumstances?
23. Have you ever worked with or in a multiple staff? If so, describe the experience. What did you learn from that experience?
24. Have you ever been a pastor of a church that had multiple morning services?
25. Have you ever lead or taken a mission trip? To where? What did the team do?
26. What has been the degree of your involvement in a local ministerial association?
27. How long do you want to stay at your next church? What will be your biggest barrier to this happening?
28. How do you get along with your current District Superintendent or Overseer?
29. What has been your practice regarding your personal involvement in District activities – camp, conferences, serving on boards and committees, being in elected office, etc.?
30. Describe to us your current practice of Christian stewardship?
31. What is your current practice of visiting and ministering to the sick and those who are residents of long term care facilities?
32. Have you ever been a part of a church split? Explain.
33. Why do you want to move from your present assignment?
34. What community boards or committees do you serve on presently?
35. What has been the greatest church problem you have ever faced?
36. How do you handle conflict situations in which you become involved with people who disagree with you? What do you do in times like that?
37. Have you ever lead a church into a building program?

38. What experiences have you had in helping to welcome new attendees into full connection with a local congregation?
39. What is/would be your practice of restoration or discipline should a church member fall into sin?
40. How do you view being one of the teachers in the church's Christian education program?
41. What experiences have you had in leading board and committee meetings? What do you think about the church having a lay person as chairman rather than the pastor?
42. Have you ever been a part of an accountability team?
43. When did you last attend the General Conference of the Missionary Church?
44. When did you last attend a District Conference of the Missionary Church?
45. Have you pastored a church where other pastors (retired, etc.) are a part of the congregation?

Theological

46. How would you describe yourself theologically? What would be your general theological emphases as you preach and teach?
47. Describe your preaching style (topical, exegetical, etc.)
48. What do you believe about spiritual gifts and the church? How have you helped people with whom you work to discover their own spiritual gifts?
49. Have you ever been licensed by any other denomination except the Missionary Church? If so, state the organizations.
50. Explain the term "evangelical".
51. What is the eternal state of those that do not accept Christ as Savior?
52. What do you believe about Pentecostalism with its emphasis on sign gifts such as speaking in tongues, prophecy, and miracles of healing?

Here are some blank lines for you to write other theological questions that you are specifically interested in asking an applicant.

53. _____
54. _____
55. _____
56. _____
57. _____

Philosophy of Ministry

58. Describe briefly your philosophy of ministry.
59. What value do you place on home visitation on a scale of 1 (one) to 5 (five) (5 being the highest)?
60. What value do you place on counseling on a scale of 1 (one) to 5 (five) (5 being the highest)?
61. What value do you place on preaching/pulpit ministry on a scale of 1 (one) to 5 (five) (5 being the highest)?
62. What place do the elderly have in your ministry?
63. Being a pastor you must work with all age levels, but if you had a choice what age level would you most love to work with in the church? Why?
64. How far ahead have you detailed your church calendar?
65. How long has it been since you preached a message on: Home? Holy Spirit? Salvation? Sanctification? Discipleship? Tithing?
66. How do you encourage people to respond to your messages? What place does the "altar" have in your ministry?
67. How will you work to build relationships with the people of the church and to show them that you love them?
68. What value do you place on discipleship training on a scale of 1 (one) to 5 (five) (5 being the highest)?
69. Have you ever developed a financial strategy and assisted a church to be debt free?
70. What will you do to encourage the advancement of the gospel to the ends of the earth? How will a church that you pastor be involved in missions? How will you work to foster connections with World Partners missionaries specifically?
71. What, in your opinion, is the role of the pastor?
72. How have you helped to develop leaders in the churches where you have served?
73. How far ahead do you plan your preaching calendar?
74. What part of the ministry do you most enjoy?
75. What part of the ministry do you least enjoy?
76. What do you believe is the role of the church in the community?
77. What, in your opinion, is the role of the church board?
78. What, in your opinion, is the role of the deacon?
79. What, in your opinion, is the role of the trustee?

80. Do you believe in church planting? If so, would you encourage your church to support the ministry?
81. What does a typical day in your ministry look like for you? What priorities do you set on how you use your time?
82. How do you work at improving your preaching?
83. Do you enjoy or tolerate committee or board work?
84. What have you done or seen done to encourage people to church membership?
85. What style of public worship do you most enjoy?
86. State the core values of your ministry.
87. Do you know how to identify your strong influencers in the church? How have you worked with this type of individual?

Spouse and Family

88. How would you describe your wife's commitment to the ministry?
89. Have you and your wife ever been separated because of marital problems?
90. What activities does your family enjoy doing together?
91. Describe your family relationships and dynamics, beginning with your family of origin.
92. What would be your biggest concerns for your family in a transition?

Additional questions I want to ask:

93. _____
94. _____
95. _____
96. _____
97. _____

My personal list of questions I want to ask during the initial interview:

1. _____
2. _____
3. _____
4. _____

5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

My personal list of questions I want to ask during the major interview:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Letters
(To be modified as necessary)

Letter of Invitation: This letter may be used to determine which candidate on your list may be interested in considering your church.

Date

Dear _____:

I have been instructed, as secretary of the Pastoral Search Committee of the Possum Valley _____ Missionary Church, to write to see if we may consider you as a pastoral candidate for our church. We recognize you cannot tell us at this moment of your interest, but we would like to determine whether or not you would be willing to pray about the possibility of becoming a pastoral candidate.

Our desire is to reduce the candidate list to those men who are interested in prayerfully considering the possibility. If you would allow us to put your name on the list of prospective candidates, we would appreciate your letting us know as soon as possible.

If you feel that God would not have you move at this time, or that you are not interested in our church at all, would you let us know that too?

Sincerely,

(Name), Secretary
Pastoral Search Committee

Letter of Notification (when an applicant is not going to be considered as a candidate):

This letter may be used after the Pastoral Search Committee votes whether or not to recommend a man to the church as a candidate for pastor.

Date

Dear _____:

On behalf of our church, I want to thank you for the time and help you have given us in our search for a pastor.

Today (this morning, evening), our Pastoral Search Committee met to vote whether or not to recommend you to the church as the candidate to be our pastor. Having been led of the Lord, we believe, not because of anything you said or any failure in your ministry, that God has not led us in your direction at this time. We will not be recommending you to the church.

We trust God will lead you to the place of His service and continued blessing upon your life. Again, thank you for your ministry with us when you were here.

Sincerely,

(Name), Secretary
Pastoral Search Committee

Letter of Notification (Letter when an is to be recommended as a candidate for pastor):

This letter may be used after the Pastoral Search Committee votes whether or not to recommend a man to the church as the candidate for pastor.

Date _____

Dear _____:

First, on behalf of our church, I want to thank you for the time and help you have given us in our search for a pastor.

Our Pastoral Search Committee met this evening (morning, today), and voted unanimously to recommend you as our candidate for pastor of the church. The church will meet on (insert date (s)) to get to know you better, to listen to a sermon that you will preach to us, and to vote on whether you will become the next pastor of the _____ (the church's name).

We trust you will be praying between now and then that God may lead our church and that He will clearly guide you as to whether or not this is the place of service for you at this time.

If you receive a solid vote (at least _____% of the members voting), it is understood that you will become our pastor. This is the process that the Missionary Church, North Central District has established.

We are praying that His wisdom will be with us in this time of decision.

Sincerely,

(Name), Secretary
Pastoral Search Committee

Notification Letter: This letter to be used if church does not vote with sufficient majority to call the candidate.

Date

Dear _____:

On behalf of the Church on the Hill Missionary Church, I want to thank you (and your family) for taking the time to (minister to) (meet with) us recently. Your time and ministry were a benefit to all of us.

As secretary of the Pastoral Search Committee, I have been instructed to inform you that our church met on (insert date) to vote regarding calling you as our pastor. As a result of the vote taken, the church felt led of the Lord not to extend a call to you. We decided to continue seeking God's direction in this matter.

We trust God will continue working and leading in your life, and if He desires a change in your ministry at this time, He will clearly lead you.

Sincerely,

(Name), Secretary
Pastoral Search Committee

Agreement Letter: When issuing a call to a candidate (Note: 1. Modify as necessary and 2. Original document must be signed by parties listed at the end of the Agreement Letter before the call is finalized).

Date

Dear _____:

This is to inform you that our church unanimously (or by a vote of _____ to _____) voted to extend a call to you to become our pastor. We believe God has led us in this direction. We also trust His leading has been evident in your life.

The following are the conditions of this call:

1. The cash salary will be \$_____ plus parsonage and utilities (housing allowance) of \$_____. This amount will be reviewed at least annually by the leadership.
2. The amount of time for your vacation will be _____ weeks (days). *Check Article XI of the Bylaws and Standing Rules of the North Central District for amplification.*
3. \$_____ for mileage reimbursement, (auto allowance of \$_____ per year.)
4. \$_____ allowance for your professional expenses. You will be permitted two weeks, if you desire, for special meetings for you to minister during the year.
5. Time obligations you incur regarding camps or conferences are up to _____ weeks (days) in length, will be honored and will not be counted as your vacation. *Check Article XI of the Bylaws and Standing Rules of the North Central District for amplification.*
6. This call is to begin on _____ and will be an indefinite call.
7. We will also move you from your present location to the parsonage or home in our community with a \$_____ designated as moving expense.
8. We will allow up to \$_____ for continuing education each year.
9. We will also care for the normal employer's share of Social Security (even though you are self-employed) or retirement program and family hospitalization costs of \$_____.
10. We will contribute _____ monthly to a pension plan and pay the premium for the Denominational Pension and Long Term Disability plans.

We have done our best to look at the financial situation of the church and, at this time, feel that this is what we can realistically offer.

We are looking forward to being able to work with you and to experience the blessing of God upon our church's ministry in the community with you as pastor.

Sincerely,

Chairman of the Church Board

THE FOLLOWING SIGNATURES ARE REQUIRED FOR THE AGREEMENT TO BE VALID:

_____ Date ___/___/___

Chairman or Vice Chairman of the Governing Board

_____ Date ___/___/___

Chairman of the Pastoral Search Committee

_____ Date ___/___/___

Deacons or Elders

_____ Date ___/___/___

Church Secretary

_____ Date ___/___/___

Incoming Pastor

_____ Date ___/___/___

District Superintendent

A copy of this agreement is to be sent to the District Superintendent when finalized.

An Open Letter to the Congregation
(Example from the Wakarusa Missionary Church)

June 18, 2001

Dear Congregation:

As announced in services Sunday morning, Pastor Dennis and Jody are following the calling of the Lord to serve in another location and will be leaving our fellowship on the last Sunday of July. We certainly wish them the best and the Lord's blessings in this new endeavor. It is deeply saddening to see them leave, and we are thankful for the time they spent here and readily acknowledge their part in what has taken place here at Wakarusa Missionary under their leadership.

Dennis tendered his resignation to the Board the previous Sunday evening in the regular monthly meeting. Since that time Curt Flickinger, Vice-chairman, and I have met with Terry Powell, District Superintendent, and have also had Terry meet with the Board as a whole. We are actively putting plans in place for this time of transition until another Senior Pastor is in place. We will have a Search Committee in place by next Sunday and those names will be announced to you then.

The Board recognizes the contribution and talents of the remainder of the staff and voted unanimously to keep them in place. A very good team has been put together here and we are excited about the next step the Lord has for our Church. There will be some shifting of responsibilities on the part of the Staff and some Board members will be stepping up to fill in where needed.

Just as the Lord is leading Dennis and Jody in this change, He is also leading our Church. He has a plan for us and we will be actively and fervently pursuing His leading. Please continue to pray for the Staff and Board during this time of transition and for the Search Committee as they seek the leading of the Lord in finding our next Pastor.

Please feel free to contact Curt, Terry Martin, Chairman of the Deacons, myself or any other Board Member with any questions or concerns that may arise. We will bring updates to you at least twice per month on the status of the search.

Sincerely,

Jack Corwin
Board Chairman