

Eastern Ontario District

The Pentecostal Assemblies of Canada

The Seven Steps for Churches in Transition

- Step One: Resignation of Pastor**
- a. Inform the District Superintendent of Intention to resign
 - b. Draft a resignation letter addressed to the Secretary of the Board
 - c. Meet with the Church Board and submit resignation
 - d. Resign publicly to the congregation
 - e. Help the congregation deal with their loss
- Step Two: Selection of Interim Leadership** (the church may proceed to Step Three if interim leadership is not required)
- a. Determine if there is a need for an Interim Pastor
An Interim is needed if....
 - the Senior Pastor is leaving in a short period of time (an interim is recommended whenever a new Senior Pastor has not been elected prior to the final departure of the former Senior Pastor)
 - the church is considering a major change in direction or vision
 - the church is in crisis and needs a time of healing.
 - b. Work with the District Superintendent on finding pulpit supply. *(If someone other than the District Superintendent or his appointee is arranging pulpit supply, the names of guest speakers used in pulpit supply must be approved by the District Superintendent or his appointee prior to booking)*
- Step Three: Formation of Pastoral Search Committee**
- a. Initiate a meeting of the board with the District Superintendent
 - complete a church profile
 - decide who should be involved in the transition process
 - b. Form a Pastoral Search Committee
 - stress the importance of confidentiality
 - c. Select a chairperson of the Pastoral Search Committee
- Step Four: Begin the Pastoral Search Process**
- a. Call the church to a season of fasting and prayer
 - b. Determine the type of pastor you need
 - consider the vision of the church
 - use the church profile
 - c. Consider any existing staff members first
 - are the remaining members of the pastoral team required to resign?
 - if there is a potential candidate among the existing staff, they should be considered first.
 - d. Receive resumes and recommendations of potential pastors from the District Superintendent, other District Offices, other pastors and/or people within the assembly.
 - e. Give weekly public reports to the congregation on the committee's progress
 - f. Reduce the long list of names down to 5 to 7 names by comparing the resumes to the church profile. This becomes the ***Potential Candidates List***
 - g. Research references through the District Superintendent or his appointee to learn about the candidates' past experience in ministry, areas of giftedness, areas of weakness and credential status.
 - h. Reduce the Potential Candidates list to the 3 names (maximum) you are most interested in. This is your ***Immediate Candidates List***.

Step Five **Contact Immediate Candidates List**

- a. Conduct an initial telephone interview (conducted by the chairperson of the Pastoral Search Committee) to determine candidates' interest in being considered
- b. Ask for tapes of recent messages – preferably the last message preached and a message of the candidate's personal choice
- c. Send out small investigation teams to observe the candidate in ministry
- d. Share reports with all committee members
- e. Conduct a follow-up telephone interview if necessary
- f. Remove names of candidates who are not interested or are not qualified. If necessary contact other names from the Potential Candidates List and complete investigation.
- g. Conduct live interviews with candidates in order of preference
 - choose a inconspicuous location
 - Include spouse in the interview whenever possible
 - Place interviews on different days, but close together
 - Allow the candidate to ask questions of the Pastoral Search Committee
- h. Reimburse candidates for expenses in coming to the interview.
- i. Write a follow-up letter of thanks to the candidate(s) for coming, informing them of when you will contact them again.
- j. Rule out any candidates that do not pass the interview

Step Six **Select Final Candidate**

- a. List remaining candidate(s) in order of preference. The first name is your ***Final Candidate***
- b. Offer the Final Candidate the opportunity to preach for the call
 - Should the first candidate choose not to come, go back to the other two candidates to determine who you might consider next..
- c. Set the date for the candidate to "preach the call", and inform the congregation
 - Consult your church constitution for notification time period etc.
 - Do not reveal the name of the candidate unless he has already resigned from his previous position of ministry
- d. Plan the special weekend to introduce the candidate
 - Include an opportunity for informal fellowship with the congregation (usually on a Saturday evening)
 - Have the candidate preach, lead worship (if desired) etc.
- e. Have the District Superintendent or his appointee present to conduct the business meeting, preferably on the same day
 - Present the successful candidate to the congregation
- f. Give an honorarium to the candidate for preaching and reimburse any expenses involved in coming to preach for the call
- g. Write letters of thanks to all other candidates, informing them that a new pastor has been selected.

Step Seven **Welcome the Incoming Pastor**

- a. Form a transition team to welcome the new pastor
- b. Cover cost of moving furniture
- c. Plan a welcome night or after church fellowship for the first Sunday of the new pastor's arrival
- d. Encourage department heads to invite the new pastor to their next meeting
- e. Provide in-home meals during the first week of the pastor's arrival
- f. Plan a special welcome for the pastor's children (perhaps a small gift if children are small)
- g. Invite the District Superintendent or his appointee to conduct an Induction Service soon after the pastor's arrival.