

Overview of Steps in the Transition and Call Process

Phase I – Our Pastor is leaving. What do we do?

- When a rostered minister resigns, they submit a letter of resignation to the congregation council.
- The letter of resignation is copied and distributed to the Office of the Bishop and to the congregation, along with a letter from the council accepting the resignation and detailing any plans being made for a farewell event (if known).
- The President of the Congregation Council contacts the Office of the Bishop to begin a closer relationship during the transition process.
- The pastor and council complete any obligations to one another (i.e. updating parochial records, completing any financial obligations between pastor and the congregation, etc.), Complete the Attestation of Record and Financial Requirements document and submit a copy to the Office of the Bishop
- The council clarifies the new relationship and expectations of the departing pastor, complete the Covenant of Departure, and notify the congregation.
- An exit interview is scheduled between the pastor and the congregation council.
- The congregation holds a farewell event for the pastor.

Phase II – Intentional Interim and Self-Study

- Each member of the congregation council completes an Interim Ministry Assessment Form and submits it to the Office of the Bishop.
- The Office of the Bishop will recommend an intentional interim pastor to the congregation council.
- The congregation council interviews and offers a contract to the intentional interim pastor.
- The intentional interim pastor begins their ministry.
- The Transition Team or Call Committee can be selected to work with the intentional interim pastor to lead the congregation through the transition and self-study process.
 - If a Transition Team completes Parts 1 and 2 of the Ministry Site Profile (MSP) and submits it to the congregation council, a call committee is then selected/ appointed.

Phase III – The Call Process

- The Call Committee is established according to the congregation's constitution. *Please refrain from establishing the call committee prior to the arrival of the intentional interim pastor.*
- The Call Committee finalizes the Ministry Site Profile (MSP), then sends it to the Office of the Bishop. A representative of the Office of the Bishop will review the MSP with the call committee before it is activated online.
- A representative from the Office of Bishop meets with the Call Committee to help them prepare for interview and discernment.
- The Office of the Bishop enters into a time of intentional prayer and discernment to identify potential candidates to present to the Call Committee for interviews.
- The Call Committee receives the names of candidates. The Call Committee interviews candidates – remaining in contact with the Office of the Bishop – and ultimately recommends one candidate to the council.
- The council, candidate, and representative from the Office of the Bishop meet to discuss the Synod's recommended compensation guidelines.
- The council and candidate agree on a compensation package.
- The council votes to recommend the candidate and a compensation package to the congregation. They set a congregational meeting date. The Office of the Bishop will send a representative for the congregational vote.
- If desired, a meet and greet with the pastor or deacon, and their significant other / family (if applicable) is scheduled to occur a week or two before the congregational meeting.
- The congregation votes on whether to extend a call to the pastor. If approved, the congregation votes on a second ballot on the compensation package.
- The candidate receives the call and, if they accept, notifies the congregation and the Office of the Bishop of their desired start date.
- The new pastor or deacon is installed by the Conference Dean at a mutually agreed-upon date and time.