



# **PASTORAL TRANSITION**

## **PROCESSING A PASTORAL CALL**

### **A Few Pertinent Questions To Assist In Effective Transition**

**Where, in its ministry *process (methods)*, is our church?**

**What needs to be changed about our ministry process?**

**What direction should our ministry take?**

**Who should lead the positive-change process?**

**How can leadership set the pace?**

### **A Personal Evaluation To Adjust Any Deficiencies That Might Slow The Transition Process**


## **SERVANT SURVEY**


***He poured water into a basin and began to wash the disciples feet, and to wipe them with the towel with which He was girded. "If I then, your Lord and Teacher, have washed your feet, you also ought to wash one another's feet. For I have given you an example...if you know these things, blessed are you if you do them"***(John 13: 1-17).


A servant of Jesus Christ is a person whose personal relationship is currently up-to-date, whose life is motivated by total love for God, whose Godward-love is expressed in humble, holy, loving relationships with other people, whose life is defined by 1 Corinthians 13.


1. \_\_\_\_\_ I know that my sins *are* forgiven and that I am living a holy life.
2. \_\_\_\_\_ I believe the Bible teaches that I *can* live above sin in my daily life.
3. \_\_\_\_\_ I have a regular (several times weekly, if not every day) time alone with God.
4. \_\_\_\_\_ I pray regularly for a group of lost people reachable by me or my church.
5. \_\_\_\_\_ I search the Scriptures and meditate on them consistently in devotional times.
6. \_\_\_\_\_ I am faithful in attendance to church services.
7. \_\_\_\_\_ I tithe on my gross income.
8. \_\_\_\_\_ I give offerings above tithe when possible.
9. \_\_\_\_\_ I consistently seek ways that I can serve God by serving others.
10. \_\_\_\_\_ I believe the church could survive without my input in every decision and action.
11. \_\_\_\_\_ I am dedicated to holy unity in the church and am willing to lay aside my expressed opinion and work with the majority.
12. \_\_\_\_\_ I believe God is the Source for our church's evangelistic, administrative, and financial needs.


# WHEN YOUR PASTOR HAS RESIGNED

 **Pray!** The church belongs to **Jesus! He will protect and preserve** it. It is a good idea to set a regular prayer time for the sole purpose of praying for the transition process to lead to the right pastor for the congregation and appoint a prayer chairperson who will facilitate the process and assure the meetings.


 Remember: “**A Christian** has a moral obligation to be an **optimist.**”


 Thoroughly acquaint yourself with the provisions and procedures of the **Manual** on calling a new pastor.

 The church board should defer all personnel discussions and actions until the meeting with the district superintendent (unless permission is granted by the district superintendent). *The district superintendent shall make all contacts relating to future leadership possibilities.*

 Devote these days to attitudes and actions that are helpful to your pastor who is leaving and your new pastor who will be called to come.

- ◆ Please prepare an up-to-date statistical and financial résumé of the church (including current balance sheet).
- ◆ Please prepare a correct membership roll with current addresses for inspection by the district superintendent **before** the pastor’s departure (**Manual, Par. 119.1**).
- ◆ Please plan **a meaningful farewell fellowship** for your pastoral family. Remember the pastor and his family with appropriate gifts and expressions of appreciation.

 Take note of any ministries (other than preaching, of course) or tasks for which the pastor or members of his family were responsible and arrange replacements for these positions. Do not expect the incoming pastor and family to automatically assume these duties.

 Be giving thought and prayer to the interim pastoral care and leadership that will be needed. It is probable that several weeks or even months will lapse between the present pastor’s departure and the new pastor’s arrival. This can be a productive, valuable time for your church.

## STAFF RESIGNATIONS

**160.5.** In times of pastoral transition, the stability, unity, and ongoing ministry of the local church is crucial. Consequently, upon resignation or termination of the pastor, a local church board may request that the district superintendent approve the continued service of any or all associates. This approval, if granted, could continue until 90 days after the new pastor’s assumption of duties or until the incoming pastor nominates his or her paid associates for the coming year in harmony with *Manual* paragraph [160](#). Directors of childcare/schools (birth through secondary) shall submit their resignations effective at the end of the school year in which the new pastor assumes the duties of the office. The chief executive officer of any subsidiary and/or affiliated corporation shall submit his or her resignation at the end of that contractual period in which the new pastor assumes the duties of the office. The incoming pastor may have the privilege of recommending the employment of staff members previously employed. **160.6.** Communication with staff members, the church board, and the congregation regarding the effect of [160.5](#) on staff members at the time of pastoral change shall be the responsibility of the district superintendent. ([208.12](#))

—Nazarene Manual 2005-2009



**POLICY AND PROCEDURE  
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**A PRINCIPLE:** Since it is God’s church, He wants to guide us in the selection of a new pastor. ***The Holy Spirit has ways of directing our minds to His choice of a leader.*** We must be careful to maintain openness to Him, and avoid any action reflecting *human manipulation.* **Manual, Section H, Paragraphs 115-119.1:**

- \Majority nomination by the church board.
- \Approval by the district superintendent.
- \Two-thirds vote by the congregation.
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♣ A list of prospective names will be furnished by the district superintendent. Church board members may also submit names to the district superintendent or his appointed representative. However, all initial contacts with any prospective pastors should be made by the district superintendent.

♣ The church board will consider possible candidates. One will be selected as a possible nominee. He or she may be nominated at that time. But it is usually better for the candidate to be brought to a meeting of the church board at church expense for an **interview and “get acquainted” time.** ***(When the church cannot afford such a trip, the visit may be made by speaker phone and/or video.)*** **The following is suggested in preparing for and conducting the interview:**

- ⊖ Introduction of board members to pastoral nominee. **If possible, make easy to read name placards to place in front of each board member that also state what task(s) or ministries they do in the local church.**
- ⊖ Introduction of pastoral nominee and family (if present) to board.
- ⊖ Pastoral nominee statement on “philosophy of ministry and pastoral leadership” and any other presentation he desires to make.
- ⊖ Questions exchanged between board members and the nominee.

♣ The interview will be led by the district superintendent or his appointed representative which may be the church board secretary. Following the interview, a nomination ballot or a confirmation ballot of previous board action may be taken. Assuming the consent of board and nominee, the congregation will vote in a properly called meeting.

**For the Time Period Between Pastors**

- The church board takes office at the beginning of the church year and shall have regular monthly meetings and shall meet specially when called by the pastor, the district superintendent, or the church board secretary only with the approval of the pastor, or the district superintendent when there is no pastor.—Nazarene Manual 2005-2009
- The interim between pastors is a good time for the board and congregation to upgrade the church building(s) and the parsonage.
- The local church should also make provision for the pastor’s traveling and moving expenses. ([38-8.3](#), [129.8-29.9](#))—Nazarene Manual 2005-2009
- Where possible, the church board should see that local news agencies are informed of new pastoral arrangements.

# RESPONSE & INFORMATION SHEET

**Important:** Each board member may want to **complete this section immediately** and **return it to the church board secretary or other specifically designated person** who will mail or fax responses to:  
J. Mark Barnes, 10801 Johnston Rd., Suite 115, Charlotte, NC 28226, Fax 704-540-8400,  
E-mail dsncjmb@bellsouth.net  
**PLEASE DON'T FORGET TO SIGN YOUR NAME!**

As we begin the process of seeking a new pastor, your input is *very important*. Would you help us by completing the questions below?

Name of church \_\_\_\_\_ Date \_\_\_\_\_

1. What do you consider your church's three greatest strengths?

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

2. What do you consider your church's three greatest needs?

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

3. What do you consider to be the pastoral skills that are most needed by your church at this time?

Your Name \_\_\_\_\_

Age Group: 20-30 \_\_\_\_\_ 31-40 \_\_\_\_\_ 41-50 \_\_\_\_\_ Over 50 \_\_\_\_\_

## FOR THE TREASURER



In order for us to give clear and complete information to an interviewing pastor, it is necessary to have clear figures and answers concerning the financial package that the church will be offering. It's fine for each person involved in the interview process to have a copy.

Thanks for helping us make this area of the interview a more pleasant experience.

*Pastor Mark*

Cash Salary \_\_\_\_\_ Weekly

Car Expense \_\_\_\_\_ Weekly

Social Security \_\_\_\_\_ Weekly

Tax Shelter Annuity \_\_\_\_\_ Monthly

Health Insurance \_\_\_\_\_ Yes \_\_\_\_\_ No

Parsonage \_\_\_\_\_ Yes \_\_\_\_\_ No

Utilities \_\_\_\_\_ Yes \_\_\_\_\_ No

Housing Allowance (if no parsonage) \_\_\_\_\_ Monthly

Other \_\_\_\_\_

Signed \_\_\_\_\_  
Church Treasurer

# **IMPORTANT INFORMATION for the TREASURER and PASTOR**

**Treasurer – please have a copy of this document for each board member, the district superintendent and the interviewing pastor.**

***Information from Kansas City has verified that this formula for figuring the Pastor's Social Security is correct.***

**Add:**

- 1. Salary (Cash plus figure allotted for reimbursements if not church benefit)  
Plus Utilities (based on previous year figures)  
Plus fair rental value of parsonage for the year**
- 2. Multiply this total by 15.3 to get your Social Security figure**
- 3. Then take the total salary, utilities and rental value of parsonage (sum total of item #1) and add it to the Social Security figure in item #2**
- 4. After you have added these figures then you multiply once again by 15.3 to get what should be paid to the pastor for Social Security for the year.**
- 5. Divide that yearly total by 52 if a church wishes to pay it by the week or divide by 4 if they wish to pay quarterly.**

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**W-2 form at the end of the year should reflect:**

**Salary, plus Social Security, less reimbursements if not a church benefit.**

## **SUGGESTIONS FOR THE INTERVIEW PROCESS**

(Make large, attractive, folded name placards to be set in front of board members that include board member's career (secular job) and ministries in the local church.)



Have prayer.



Introduce the pastoral candidate & his wife.

Have board members introduce themselves, giving their ministry(ies) in the church, their occupation, and some family information. **Some of this will already be on the information card that is placed in front of each board member so the candidate can refer to it during the interview but it's still helpful to a prospective pastor to hear board members *speak about* these three key areas in their lives.**

Ask the pastoral candidate and spouse to give their testimonies with the pastor also sharing about his/her call to preach, his/her philosophy of ministry, and any other information he/she considers to be important.



Have a few other questions ready in case things *get quiet*. Scripting and assigning the questions will assure more complete coverage of the issues involved.

When the board seems to have asked all the questions they wish to ask, then ask the pastor if he has any other questions he would like to direct to the board.



Privately make sure there is a clear understanding of the "pay package."

Close the time with someone leading in prayer for the pastoral candidate and his/her family, then ask the pastoral candidate to pray for the church and the members of the church board.

### **Please be sure the pastoral candidate's expenses are reimbursed...**

**Suggestions for reimbursement when interviewing a pastoral candidate:**

Mileage x the current IRS rate	\$ _____
Housing	\$ _____
Meals while traveling	\$ _____
Optional honorarium	\$ _____

**Total** \$ \_\_\_\_\_



## Processing the Actual Calling of a Pastor

**Having gotten beyond the interview stage, and having nominated a candidate to be voted on by the congregation, the following manual guidelines should be observed:**

**115.2.** The church board and the pastor should clearly communicate their goals and expectations to each other **in writing.** (121, 129.3-29.4)—*Nazarene Manual 2005-2009*

**115.4.** Upon issuing a call, the local church will specify the proposed remuneration. The amount of this remuneration shall be determined by the church board. When agreement has been entered into between the church or the church board and the pastor, the payment of the pastor's salary in full shall be considered a moral obligation by the church. If, however, the church becomes unable to continue the payment of the salary agreed upon, such inability and failure shall not be considered a sufficient cause for civil action against the church by the pastor; and in no case shall the church be legally responsible in excess of funds raised during the term of the pastor's actual service, and not otherwise designated. The local church should also make provision for the pastor's traveling and moving expenses. (38-8.3, 129.8-29.9) —*Nazarene Manual 2005-2009*

**115.5.** The remuneration of the pastor shall commence on the Monday preceding the first official Sunday of service to the local church.—*Nazarene Manual 2005-2009*

### Random Thoughts About the Church

#### **A HEALTHY CHURCH...**

1. Builds on its own grace and personality.
2. Counts the cost of change – “What can we do better?”
3. Is willing to assess its location – “Are we really ministering as God plans for us to?” “Do we need to totally refocus?” “Should we have a grand reopening?” “What needs dismantling so we can begin again?”
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#### **EXCELLENT CHURCH...**

- Evidence of a joyful spirit.
- Awareness of members diversity.
- Accessibility and welcoming extended to everyone.
- Invigorating *and* thoughtful worship.
- Collaborative decision-making.
- Awareness of Christian tradition.
- Scripture-based preaching and teaching.
- Confrontation of real problems with members of the church community – don't allow contentious members to destroy the ministry.



**SUGGESTION(S)**

It is the task of the district superintendent to supply nominee prospects from which you will choose. However, if you have a name(s) you would like to suggest, please supply the information below:

Name \_\_\_\_\_

Present Assignment \_\_\_\_\_

How long there? \_\_\_\_\_

Why do you recommend this person? \_\_\_\_\_

Are you personally acquainted? \_\_\_\_\_

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From *Excellent Churches*, by Paul Wilkes



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It is the task of the district superintendent to supply nominee prospects from which you will choose. However, if you have a name(s) you would like to suggest, please supply the information below:

Name \_\_\_\_\_

Present Assignment \_\_\_\_\_

\_\_\_\_\_

How long there? \_\_\_\_\_

Why do you recommend this person? \_\_\_\_\_

\_\_\_\_\_

Are you personally acquainted? \_\_\_\_\_

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