

## **Church Council Responsibilities during Transition**

### **1. Hold an appropriate farewell for the departing pastor. Schedule an Exit Interview.**

### **2. Work together with your Interim/Coach/Consultant (if you have one) to craft the vision of the congregation around which the new pastor is to be called.**

Essential in the visioning process is the ability to articulate answers to three central questions:

- Who are we? (As a congregation what makes us unique, what are our ministries currently, what is our context, etc)
- Where are we going? (What is God calling us to, what are the ministries we feel called to develop, what outreach do we need to be about?)
- What kind of leader do we need to get there?

### **3. Designate a Transition Team to work together with the Interim.** Or, if you do not have an interim, designate a Ministry Site Profile Team. This team will complete the Ministry Site Profile (MSP) in collaboration with the Council. The Council will ultimately need to vote to accept the MSP and submit it for activation.

### **4. Financial Matters**

#### **• Special Transition Expenses to Include in Budget:**

- In-person Interviews with Candidate(s): It is the responsibility of the congregation to cover expenses for the candidate(s) and their spouse for these interviews including mileage for driving, flight, hotel, and meals. The Call Committee will determine who among their candidate(s) is invited for these interviews. This expense could vary considerably depending upon how many candidates are invited and how far away they candidate live.
- Moving Expenses: The congregation is expected to cover the moving expenses for your new pastor. This could vary considerably depending upon the distance of the move. The pastor is responsible for getting 3 bids to ensure that they are getting a competitive rate.

- **Compensation Package:** Calculate and communicate to synod staff what maximum compensation figure you could sustainably afford for a pastor (all inclusive of everything - base, housing, benefits, continuing ed, etc - except for moving expenses). This number needs to be based on last year's actual non-designated giving income (excluding giving to special designated funds, or monies drawn from endowments or savings). It is essential that this maximum number be calculated based on what you can sustainably afford without planning on your current giving income increasing, your expenses decreasing, and without digging into savings, endowments, or designated giving. If this maximum figure is not sustainable based on current giving, you run the risk of the call ending prematurely due to an inability to afford your pastor. This maximum figure helps us to ensure that we're not setting you up with candidates who are not in your ballpark. Potential candidates may come in below the maximum figure. Salary

guidelines are available on the East Central Synod website: [www.ecsw.org](http://www.ecsw.org)