

# Pastor Transition Getting Started Checklist

## 1 Getting Started

- Honor your pastor with a conversation about their thoughts, ideas, and plans for transition.
- Read through your constitution and bylaws for what they say about calling a new pastor. Are they current, and do they accurately reflect the process your pastor, church leadership, and congregation are willing to follow?
- If your constitution needs changed, create a plan to update those important documents.
- Understand the role of your denomination, network, or association leadership.

## 2 Vision, Culture, Values

- Identify those key leaders with the spiritual gifts to help guide the transition process.
- Create a prayer team to pray during the season of transition and call process.

## 3 Putting Together the Process

- Create a transition team to help keep momentum going through the season of transition.
- Create a call team to lead the call process.

## 4 Transition Team

- Define the role of the transition team.
- The transition team creates a plan for helping your pastor to finish well and for the church to not lose momentum during the transition.

## 5 Call Team

- Define the role of the call team.
- The call team creates and documents the process for calling a new pastor.

## 6 Communication Plan

- Create an internal communication plan for each phase of the transition and call process.
- Create an external communication plan for sharing key updates and news from your church throughout the process.

## 7 Outside Help

- Carefully discern if you need an interim pastor.
- Discern getting outside help to learn more about the health, vitality, and readiness of your church for this important season of change.