

THE CHANGEOVER ZONE



*"PASTORAL LEADERSHIP IS
NOT A TROPHY TO LIFT;
IT IS A BATON TO PASS."
-BRUCE MILLER*

JIM OZIER
JIM GRIFFITH

O Z I E R C O A C H I N G . O R G



Your webinar leader today is Dr. Jim Ozier who as a church coach, consultant, and workshop presenter has trained more than 20,000 pastors and church leaders in over 30 annual conferences in the areas of accelerating growth, creating a culture of hospitality, and Passing the Baton of leadership in the Changeover Zone.

Jim is well-known for his fast-paced, interactive, fun-filled workshops that inspire, energize, and motivate congregations of all sizes and settings. He has been a presenter at Church of the Resurrection Leadership Institute, and keynoted the Indiana Annual Conference, and the East Ohio Annual Conference.

He retired in 2017 from the North Texas Conference of the United Methodist Church after 51 years of active service in Illinois and Texas, so that he could invest more time to coaching, consulting, and presenting workshops around the country.

Leading up to retirement he served as the Director of New Church Development and was on the Appointive Cabinet in North Texas for eight years. Prior to that appointment he was senior pastor of Trietsch Memorial UMC in Flower Mound for nearly 18 years. In his tenure the church grew from 800 to over 4000, while birthing three new successful congregations.

Jim's ministry experience includes pastoring smaller 2-point charges in Illinois while a student and investing much of his ministry life in revitalizing inner-city mission congregations in the Dallas area.

He is co-author of the books "Clip In: Risking Hospitality in Your Church" and "The Changeover Zone: Successful Pastoral Transitions," both published by Abingdon Press. His work has appeared in numerous religious publications.

Covid-19 has led to creating webinar versions of all his workshops, a new frightening and challenging endeavor! He appreciates your patience, grace, and prayers as he develops this new way to do ministry. Thankyou!

Jim and his wife, Suzanne, live in Irving, Texas.



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THE CHANGEOVER ZONE
"Becoming Better at Pastoral Transitions"

Session 1

"By the waters of
Babylon, there we sat
down and there we
wept, when we
remember Zion...How
long can we sing the
Lord's song in a foreign
land? Psalm 137:1-4



Discussion

"I laid a foundation,
and another person is
building upon it...
"1 Cor 3:10

Session One:
Success In The Change-Over Zone

1.The Changeover zone in the age of Covid-19 and social distancing.

- What is the effect of the Coronavirus on all leadership transitions?
- REACTION
- RESPONSE

2.Understanding the Changeover zone

A lane of approximately 20 meters where a fast-paced series of events occurs seamlessly that results in a successful passing of the baton.

In the church it is a length of time where carefully thought-out, prepared-for, practiced roles come together with remarkable results in passing the baton.

These webinars explore every role involved with a pastoral transition in the Change-Over Zone of ministry:

- How supervisors can promote a smooth handoff
- How exiting pastors set their successor up for success
- How new pastors get on-boarded for running start
- How the church can grow through the transition
- Other?

Whether it a planned succession or planning for a succession.... It is a period of time in which the various participants – the pastors, the church, and supervisors--execute a set of actions that have been thought out in advance (with the skills and strengths of the runners in mind), planned and prepared for, and carried out with the precision of a successful team.

3. "The 100 days _____ appointment begins"

4. "The first 100 days _____ appointment begins"

5. "Role- _____ Transference"

THE CHANGEOVER ZONE
"Becoming Better at Pastoral Transitions"

Session 2

Session Two:
The Role of Supervisors

"The DS or other supervisor is the on-the-field coach and has responsibility over the entire changeover zone dynamic."
check list of 5 key functions

1. P _____
2. P _____
3. P _____
4. P _____
5. P _____

Increasing the odds of a good transition

1. Decision
2. Notifications
3. Announcements
4. Introductions
5. Onboarding

How long is the Change Over Zone? It _____

- a. Typical transition
- b. Long term transition
- c. Burning Platform
- d. New Church
- e. "Planned Succession"
- f. Other?

"History tells sad stories of good churches that are calcified as monuments to former pastors"
Colin Hansen

THE CHANGEOVER ZONE
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Session 3

Session Three:
The Role of the Church:
Saying 'goodbye' saying 'hello'

"Real champions do not become champions when they win the event, but in the hours, weeks, months and years they spend preparing for it."
T. Alan Armstrong

Rally the troops!

- The 'age-response' ratio
- Use the metaphor!
- What you can and can't control
- Rally around _____, and through _____ and to highlight _____: ("This is who we are; why we exist; what we do; how we do it!")

Recruit Eager People!

- Make it _____! - Doing something together
- Make it _____!- Laity empathize with pastors
- Make it _____!
 - a) Memories
 - b) Thanks
 - c) Needs

Re-energize the congregation!

- Not just a smooth and seamless transition, but _____ growth
- *"this is my kind of church; these are people I like"*
- Stages of grief? (denial, anger, bargaining, depression, acceptance)

Reorient--- Around a new leader

*Remember other staff!

"All it takes is all you got"
Marc Davis

THE CHANGEOVER ZONE
"Becoming Better at Pastoral Transitions"

Session 4

Session Four:
The Role of the Pastors: The Handoff

Exiting Pastor

The Exiting Pastor enters into the changeover zone carrying a checklist of five specific behaviors

- **E**_____ – In both a personal and professional way.
- **E**_____ – This is a great teaching moment.
- **E**_____ - The congregation to the new pastor.
 - a) Via videos
 - b) "Selfies"
 - c) "Five Fun Facts" or "Two Truths and a Lie"
- **E**_____ - there will be stress and anxiety;
- **E**_____ - close the pastor/parishioner relationship;

*Pastoral leadership
is a relay race.*

Arriving Pastor

Checklist of six specific behaviors:

- **A**_____ - get to know
- **A**_____ - the positive.
- **A**_____ - the church, context, community needs
- **A**_____ - the anxieties, concerns, fears ...
- **A**_____ - The questions you ask are critical!
- **A**_____ - questions a humble, transparent way.

*"Even if you are on
the right track you
get run over if you
just sit there." Will
Rogers*

THE CHANGEOVER ZONE
"Becoming a Successful 2nd Pastor"

Session 5

"Covid-19 will cause us to re-think how we operate in our world. When social distancing eases, every organization will need to see themselves as start-ups" Andy Crouch in Praxis podcast 'Leading Beyond the Blizzard'



Discussion

Session Five...

Getting Started: The 100 Days Before Appointment Begins

Check with DS about pre-appointment protocols & getting a coach and/or mentor

- A.** "Get to know you" videos
- B.** Good Transition Resources
 - The Changeover Zone, Jim Ozier & Jim Griffith
 - Making A Good Move, Michael Coyer
 - The First 90 Days, Michael Watkins
 - The Right Start, Lovett Weems
 - Your best move, Robert Kaylor
- C.** Work with church staff & DS to develop _____
- D.** Study Church's website.... Listen & watch _____
- E.** Study Community websites.... _____ of community
- F.** Church staff & DS ORGANIZE "listening tour"
 - Coordinator
 - Communicator
 - Hosts
 - Scribes and drivers

THE CHANGEOVER ZONE
"Becoming Better at Pastoral Transitions"

Session 6

→
How to Do it

→
Discussion

Session Six
**Getting Started: The First 100 Days After
Appointment Begins**

A. Conduct listening tour

- ✓ Every active group
- ✓ In homes with dessert
- ✓ Distribute 3x5 card

1. What is _____ that I –as the new pastor— need to know about **this** congregation
2. What is one way that **we** are going _____ in this area?
3. What is one _____ that you have for **our** church?
 - ✓ A couple of 'optional' questions –
4. What are you afraid I'll do?
5. What is a question you'd like to ask me?

B. Staff & key leadership _____

C. Strategic preaching

D. Utilizing your coach

E. Current Realities – assessing & understanding your new church

- Stage of grief?
(denial, anger, bargaining, depression, acceptance)
Assess not _____
- Rigorous not _____

F. Cast vision

- First, _____ vision
- Second, _____ vision
- Third, _____ vision
- ALWAYS a _____ vision

THE CHANGEOVER ZONE
"Becoming Better at Pastoral Transitions"

Session 7

Session Seven:
Don't Panic! Some People Will Leave!

Even in the most successful transition, there will be people who leave. There are several categories of people who will exit, or 'abandon ship'

1. _____ Away's ...
....worked hard and been through a lot for a long time—"Just need a break"; Probably been looking for the right time to leave even if wasn't a transition; were going to leave regardless of how transition was handled or who new pastor is.
2. _____ Away's
.... Angered by the way the transition was handled; might have simply been looking for an excuse to leave... or immediately dislike the new pastor
3. _____ Away's
... Stay through transition, but can't get over the reality that new pastor isn't their beloved founder; within a year they step away to see how things will "shake out"
4. _____ Away's
... More or less 'neutral' about pastoral change....but new pastor doesn't connect with them for whatever reason—so they simply slip away.
5. _____ Away's
... May remain even a year or two after transition, but fade away when the new pastor and changing church dynamics fails to live up to their expectations or pre-conceived notions.
6. _____ Aways's
... Hang around in background without doing any work or contributing

THE CHANGEOVER ZONE
"Becoming Better at Pastoral Transitions"

Session 8

Session Eight:
...And Some New People Will Surface

Depending upon the vitality of the Discipleship process at work in the church to which you are being sent, you may well experience some or all of the below in one degree or another:

1. _____ Some new people will show up *because* there is pastoral change! Even where the planter is held in high esteem, there are some people in the community who have formed a different opinion; Now, with the change in pastors, they will come check it out.
2. _____ Spiritually mature people in a congregation who intuitively know when the church needs a shot of adrenalin! They may be charter members or relatively new. But they will have one thing in common: They will surprise you...and everyone else!
3. _____ These are the folks who had started moving into church leadership, and now with the transition are called upon to 'move up' sooner than they expected. *(Be aware—sometimes 'Move Up's' will threaten the existing structure and leaders.)*
4. _____ In every church there are people 'young in their faith'. They have already been involved in the Discipleship process, and now will be growing up to take on responsibility.
5. _____ These are the dedicated 'worker bees' who have been hard working; during transition they find they "Can do much more than they ever imagined" now they ramp up!
6. _____ Be wary of the climb ups; For reasons unknown to you, some folks will want to take advantage of the pastoral change to 'climb up' the leadership or influence ladder.

THE CHANGEOVER ZONE
“Becoming Better at Pastoral Transitions”

Session 9

*“Ability is what your
are capable of doing.
Motivation determines
what you do.
Attitude determines
how well you do it.”
Lou Holtz*



Discussion

Session Nine:

The 7 Steps in the Changeover Zone

1. Saying goodbye to previous church in a _____ way
2. Getting _____ centered and preparing the family for change
3. Managing all the pre-appointment protocols and logistics in a thorough way
4. Learning mission field _____ via church & community websites and demographics
5. Saying hello via
 - a) relational presence
 - b) listening tour
 - c) _____ emersion
6. Developing first 100 days strategy, built around relational intentionality
7. Preparing first _____ preaching plan

A Culture of Accountability in the Changeover Zone

- **P**_____: know roles
- **E**_____: of all parties
- **A**_____: red flags
- **C**_____: Clarify; communicate
- **E**_____: *Personal* accountability

- How do you measure success?

- It's all about the Baton!

THE CHANGEOVER ZONE
“Becoming Better at Pastoral Transitions”

Session 10

Session Ten:
Building Momentum
“Its easier to pull a rope than push a rope”

First.... During the on-boarding phase of the transition, be aware of and avoid the TEN MOST COMMON MISTAKES that pastors make coming into their new church:*

- Ineffective preaching and worship
- Failing to relationally connect with the people, the church, and the community
- Criticizing your predecessor
- Prioritizing personal agenda above the church's mission
- Diminishing the church's story & ethos
- Not exercising biblical leadership
- Failing to grasp the Kingdom dimension
- Overlooking the mission field
- Being inauthentic
- Poor implementation of necessary congregational systems

**These are mistakes made by the pastor. Be grace-filled Not all transition struggles are the fault of the pastor. Sometimes game-ending mistakes can be made by the church; or the cabinet; or because the pastor-church affinity is dangerously weak; or because of denominational/cultural/ social issues like United Methodism is currently facing. How do you measure success?*

Then.... Strategically build momentum throughout the year to increase the odds for long term success.

1. Think ahead, plan ahead. Create _____! (See accompanying resources)
 - Stewardship
 - Christmas
 - Spring
 - 2nd Anniversary
2. Be open to the surprises of the Holy Spirit and respond wisely!

BEATITUDES TO SERVE

BY BLESSED ARE YOU who possesses a positive attitude displayed at all times in the presence of members, visitors, and fellow workers, for even small seeds of negativism grow into large weeds.

BLESSED ARE YOU who see your assigned duties as a unique ministry in the Kingdom of God, for those who are dependable in learning and diligently applying their craft bring joy to the household of faith.

BLESSED ARE YOU who let the spirit of teamwork shine at all times, for its light illumines the dark corners of fatigue and discouragement that from time to time may creep in upon us all.

BLESSED ARE YOU who risks creatively changing things for the better, for initiative on behalf of the Lord is more to be desired than the wings of angels.

BLESSED ARE YOU who looks upon all persons with the eyes of Christ, for compassion and understanding are more esteemed than judgmentalism and self-righteousness.

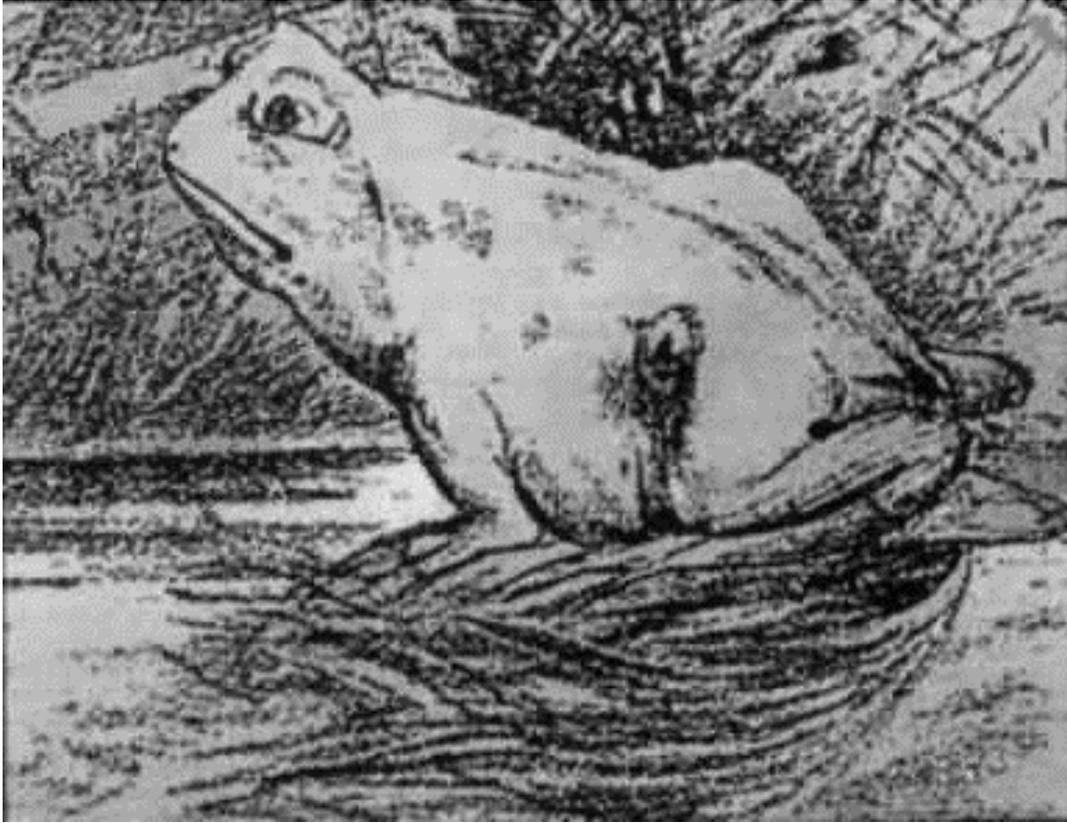
BLESSED ARE YOU who ask, "What can I do to help?" with as much concern as "whose task is it?" for the future is found in the team that works together for the glory of God.

BLESSED ARE YOU who speaks of no problem without offering a solution, for the tongue of the complainer is not as worthy as the lips of a problem solver.

BLESSED ARE YOU who dwell in the abode of humble service with your brothers and sisters rather than wait alone outside the gates of haughty superiority, for there the heart of the servant is found.

BLESSED ARE YOU who find no fault in thy brother or sister that you are unwilling to discuss with them in Christian love, for "talking to" is far mightier than "talking about."

BLESSED ARE YOU whose smile and pleasant disposition are known throughout the church, for a "no" spoken in courtesy is better than a "yes" spoken in contempt



The Action Plan Quadrant

Resource #1

Challenges

Opportunities

*who to communicate with: When & How

*Actions I (we) can take to help transition

Goals

Plans

*Immediate & Long Term

*Be specific; step by step

Webinar Resources

Resource # 2

***First, check out your Conference Resources and protocols!**

Remember, if anything you heard in the webinar is not aligned with what your DS tells you ... go with your DS!

Mentors who would be happy to share with you:

Below are some current pastors, laity, and churches who have excelled in the Changeover Zone recently and would be glad to share their experiences with you, good and bad:

Retiring Pastors

- Ralph Rowley, Virginia | 540-552-5424 | Ralph@blacksburgumc.org
- Steve Breon, Missouri | 816-741-2972 | sbreon@Plattewoodschurch.org
- Kelley Shushok, Edges Community, Virginia | 540-998-3333 | kellyshushok@comcast.net
- Larry Bryars, Frazer, Montgomery Alabama | 334-495-6366 | lbryars@frazer.church

Following a Long-Tenured Pastor (or Founder)

- Jonathon Anderson, Harvest Point, Georgia | 678-488-7798 | jca325@gmail.com
- Matthew Mitchell, Church of the Servant, Oklahoma | 678-876-4117 | mmitchell@churchoftheservant.com

Lay leadership during transition

- Ray Tucker, Frazer SPR chair, Alabama | drtucker54@gmail.com
- Lori Bogart, Platte Woods Transition Team, Missouri | lbogart@Plattewoodschurch.org
- Susie Akers, Polk Street SPR chair, Northwest Texas | susiem@suddenlink.net

Traditional church Transition

- Clergy | Mark Welshimer, Polk Street, Amarillo, Texas | markwelshimer@psumc.com

Non-traditional church Transitions

- Laity, Amy Frecker, Edges Community, Virginia | afrecker@vt.edu
- Clergy, Kelly shushok, Edges Community, Virginia | kellyshushok@comcast.net

Webinar Resources

Resource # 2

Everything About On-line and Re-imagined Worship

- Jason Moore, Midnight Oil Author, speaker, and worship coach & consultant, Jason Moore is passionate about helping the church reach the culture we live in. He is known for his pioneering work in collaborative worship design, media production and on-line secret worshiper consultations. The author of dozens of professional articles and 10 books including his new release, “From Franchise to Local Dive: Multiplying Your Ministry by Discovering Your Contextual Flavor.”
jason@midnightoilproductions.com

Everything about Money and Generosity

- Horizons Stewardship - *Increased Giving. Mission Fulfilled. Lives Transformed.* Contact Don Smith for a free consultation to discuss creating and implementing a customized approach to *Next Level Generosity* in your church. Donald A. Smith, MDiv - Senior Vice President DSmith@horizons.net | 469.450.2045

Staff and Lay Leadership Development

- Kim Griffith was a successful new church planter, and has been a sought-after coach and consultant with GriffithCoaching for many years. She is the founder of Looking Glass, specializing in assessing pastors, churches, and business leaders. Kim is a certified CliftonStrengths Coach, certified CliftonStrengths Discovery Trainer, and a certified DiSC trainer. She is also trained in Gallup's BP 10 (Builder Profile 10) to assess and coach entrepreneurs in builder talents.
kim@griffithcoaching.com

Cross Racial Pastorates

- Edlen Cowley is a young African-American pastor who successfully navigated his appointment to a predominantly Anglo church in Trophy Club, Texas. Edlen provides a popular workshop and leadership training for laity and clergy on cross racial appointments, as well as coaching on church growth and leadership development systems. cowley@sbcglobal.net

Hispanic, Latino, and Bi-lingual Discipleship and Church Growth

- David Rangel is a trained coach, consultant and workshop leader in the Dallas area who leverages his experience of having successfully pastored a growing Hispanic congregation within an aging Anglo church and facility. As pastor of both congregations he navigated the transition of creating a great church relevant to its neighborhood context. Rev.davidrangel@hotmail.com | 214-986-0584

Webinar Resources

Resource # 2

Following a Founder?

- Serena Eckert is a lay person with years of experience serving in the local church, at the conference level, and as a professional ministry coach and consultant. She served on staff during of a new church start going through its successful transition from founding pastor to 2nd pastor. She is passionate about inspiring, equipping, and empowering congregations
serenakeckert@gmail.com

Understanding and Reaching Your New Mission Field

- Since 1995 Jim Griffith has leveraged his vast experience and intuitive skills becoming the church leader's 'advocate' a mantle he wears with infectious enthusiasm. From coaching churches to reach their mission field to pastoral transitions to conflict resolution, Jim has worked across dozens of UMC Annual Conferences. He is one of the preeminent New Church coach and consultants in the country today. Not only does he passionately train new church planters and lay leaders, he helps create healthy planting systems for Bishops and Cabinets across the connection.
Jim@griffithcoaching.com

Empowering Laity in your new setting

- Kay Kotan is a passionate lay person, who has served as a director on conference staffs and has been privileged to work with churches, pastors, conferences, districts, and judicatory leaders across the country. Kay has authored more than a dozen books on church leadership and transformation, most recently, "Impact: Reclaiming the Call of Lay Ministry." She is a credentialed coach and consultant specializing in church revitalization and new faith communities. She is often called on to help churches move to the Simplified Board Structure. Pastoral Transition Checklist
kay@kaykotan.com

Sample Video Resources

- To see examples of great intro videos of new pastors and transitions check out the resources tab at www.oziercoaching.org

Pastoral Transition Checklist

Resource #3

Checklist and Other Resources for Pastoral Transitions

Compiled by Owen K Ross

The outgoing pastor should provide the following information to the incoming pastor. Generally, the sooner the incoming pastor has this information, the better the incoming pastor can prepare. The leaders and staff of the church should help the outgoing pastor put this packet together. The outgoing pastor should ask for this help. The following information is not an exhaustive list, nor are all items listed applicable to all ministry contexts. This information has been garnered and compiled from the following United Methodist Annual conferences: Arkansas, Wisconsin, Alabama-West Florida, Great Plains, and from *Your Best Move: Effective Leadership Transition for the Local Church* by Robert Kaylor, Asbury, Seedbed Publishing.

SCRIPTURE read the following texts:

- | | | |
|--|--|--|
| <input type="checkbox"/> Genesis 28:15-17 | <input type="checkbox"/> Matthew 10:39 | <input type="checkbox"/> Ephesians 2:10 |
| <input type="checkbox"/> Deuteronomy 31:8 28:15-17 | <input type="checkbox"/> Matthew 18:18-20 | <input type="checkbox"/> Philippians 4:4-8, 11b-14 |
| <input type="checkbox"/> Proverbs 3:5-6 | <input type="checkbox"/> Romans 15:13 | <input type="checkbox"/> 1 Peter 5:7 |
| <input type="checkbox"/> Jeremiah 29:7 & 11 | <input type="checkbox"/> 1 Corinthians 1:3-9 | <input type="checkbox"/> Revelation 3:20 |

PRAY: leave these as a daily reminder and leave unchecked

- | | |
|--|--|
| <input type="checkbox"/> for your own and your friends' and family's peace | <input type="checkbox"/> for the grief of the incoming pastor's current congregation |
| <input type="checkbox"/> for the grief many are feeling with the pastor's departure | <input type="checkbox"/> for the staff |
| <input type="checkbox"/> for the grief of the incoming pastor's current congregation | <input type="checkbox"/> for the leaders of the church |
| | <input type="checkbox"/> for children, youth, and adults of the church |
| | <input type="checkbox"/> for the mission field |

NEW PASTOR ARRIVAL INFORMATION:

- Establish a fun transitional team for logistics and for the sending off and receiving of pastors
- Watch and make available transition team video: www.greatplainsumc.org/pastoraltransitions
- Dates that office/parsonage are available to begin moving things in
- Reception/Welcome plans at the church and persons responsible
- Numerous small group and home group meetings scheduled for and with incoming pastor

CONGREGATIONAL DOCUMENTS:

- Copy of the church's vision/ mission statement
- Copy of important reports like from a Strategic Planning Committee or others
- Most recent minutes of all-church conferences or meetings
- Church directory, annotated with information about relationships, power brokers, pastoral care needs, and potential leaders
- Church email list
- Organizational chart of staff and of the congregational leadership
- List of church lay leaders, committee members, description of duties, and contact information
- Last Year's Charge Conference Report
- Last Year's Annual End of Year Statistical Report
- Congregational Profile completed by SPRC last August/January
- Church history

BUDGET AND FINANCIAL

- Budget & Financials:
- Current and last two years of budget reports
- Latest month's financial statement

- Last three church newsletters
- Outstanding large debts
- Recent capital campaign materials

WORSHIP LIFE:

- Descriptions of how congregation usually celebrates the Sacraments
- Recent bulletins for each worship service
- What is important for the congregation

- Bulletins for most recent Christmas Eve and Easter services, as well as other special services that are routinely part of the church's life
- List of worship activities with other congregations

COMMUNITY LIFE:

- School partnerships/relationships and contact information
- Mission partnerships/relationships and contact information
- Map of the area including nearby and notable neighbors
- Relationships with area churches and church leaders
- Influential leaders in the greater community, contact information, and relationship to the congregation

PASTORAL CARE:

- Description of current pastoral care practices by the pastor, staff, and leaders in the church
- List of current pastoral care practices that are important for the congregation
- List of ministry mistakes to be avoided

- Office hours currently kept by the pastor
- Ways the congregation is accustomed to contacting the pastor
- Copies of any ministry or church brochures currently in use for pastoral care

Provide the following lists of people with available contact information:

- Those needing immediate pastoral care (recently bereaved, seriously ill, etc.).
- Those struggling with long-term illness, grief, etc.
- Those in nursing homes or homebound
- Those presently being counseled by the pastor (if they give permission).
- Post-high school students & military with contact information
- Those who have passed away over the past year

STAFFING DOCUMENTS

- Staff listing, Contact Information
- Ministry Safe training verification for all staff members
- Staff Organizational Chart (supervisory/reporting relationships)
- Staff Salary Sheet
- Employee Handbook / Staff Personnel Policy
- Job Descriptions
- Staff ministry area briefings: 1-page descriptions created by staff members

- Short Informal Description & History of Position
- Hours/Days Scheduled Weekly
- Current Goals
- What do you enjoy most about your ministry?
- What open projects are you currently working on that will still be in progress when new pastor arrives?
- Recent staff meeting agendas

SCHEDULE:

- Current and previous years' calendars
- List of important traditions
- Scheduled weddings
- Scheduled Special Events
- Scheduled Committee Meetings
- Lists of other weekly, monthly, quarterly, or annual events/activities

MINISTRIES: Provide the key information about the following

- Children's Ministry
- VBS or other special events/activities
- Youth
- Small Groups
- Sunday School/Other discipleship
- United Methodist Men
- United Methodist Women

CHURCH POLICIES:

- Weddings
- Funerals
- building use/renting
- Employee Handbook / Staff Personnel Policy (see staffing section below)
- Financial Controls Policy/ Spending Restrictions
- Description of duties for handling of issues and enforcement of policies
- Reimbursement and expense policies

BUILDING:

- Church keys
- Alarm codes
- List of who is responsible for opening/closing on Sundays and other days
- List of tenants or other outside groups that use the building and their contact information
- List of persons who have keys and codes
- Instructions regarding lights, sprinkler systems, HVAC, fuse boxes, AV systems, etc.
- List of future maintenance needs as discussed by the Trustees and/or observed by the pastor
- Schedule of building cleaning and maintenance and those responsible
- List of other service and emergency providers with phone numbers
- List of utility providers and how bills are handled

ACCOUNTS & PASSWORDS

- | | | |
|---|--|---|
| <input type="checkbox"/> Credit/Debit Cards | <input type="checkbox"/> Email addresses | <input type="checkbox"/> Church management |
| <input type="checkbox"/> Debit Card Pins | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other software |
| <input type="checkbox"/> Business accounts with account numbers | <input type="checkbox"/> Church website | <input type="checkbox"/> Debit Card Pins |
| <input type="checkbox"/> Computer(s) | <input type="checkbox"/> Online banking | <input type="checkbox"/> Other financial accounts |
| | <input type="checkbox"/> Wireless router | <input type="checkbox"/> Other |

OTHER ITEMS:

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

“Listening Tour” Sample E-mail or Letter

Resource #4

Dear member,

These are exciting days now that we have entered “the Changeover Zone” and are preparing to receive a new pastor....and I'm even more excited about the ministry and growth opportunities to come under the leadership of Windsong's next pastor, Rev Sheila Sunrise!

It has been a blessing to have served as your pastor these past 4 years, and now it is a privilege to pass the baton of leadership to a trusted colleague.

Sheila is eager to “hit the ground running,” and learn more about the church and its ministries. That is why one of the last things I'll be doing as your outgoing pastor is to organize a “Listening Tour” to be held during her first 100 days as your incoming pastor!

Here is how the Listening Tour happens:

- The congregation is invited to gather for 90 minutes in small groups in various homes for a dessert and opportunity to share with Sheila from your perspective about the church's history, culture, and future.
- The “Listening Tour” is just that: a time for her to listen and learn about our church and its members! This is not a time for us to ‘interview’ her or to probe about her views and vision...she wants to be doing a whole lot more listening than talking.
- Accompanying this letter is a sign-up schedule....and you'll see other opportunities to sign-up in the hallways of the church over the next several weeks.
- Please sign up soon and encourage your friends and others to sign-up us as well; The “Listening Tour” will work best when as many people as possible participate; you will receive a confirmation email/letter once you have signed-up.

Of course by the time the “Listening Tour” begins, I will be gone, starting my next ministry as pastor of Glory Chapel. But you will enjoy this important time with Sheila and your friends as Windsong takes this next step in its faith journey. Blessings!

[Pastor, SPR Chair, DS signees]

*Confirmation letter

(2nd letter or email confirm members' sign-up participation)

Dear _____

Thanks for signing-up to attend the Listening Tour with our new pastor _____ on [date & time] at [location] Our evening will center around these three questions:

- (1) What is one thing I, as your new pastor, need to know about this church?
- (2) What is one way that we can reach new people together?
- (3) What is one dream that you have for our church?

Look forward to seeing you soon!

_____ signed by pastor or church “Listening Tour” organizer designee

Boundaries and Leaving Well Sample Letter

Resource #5

Friends, I have loved being your pastor these last few years! And as I leave to serve in another church, I want to thank you for all the ways you have said goodbye so well! And I am excited for the ways that I know you are intentionally planning the welcome of your new pastor Henry Prater and his wife Kelly.

I am excited for the new chapter in my ministry and in yours! I am certain that Henry and Kellie will be a blessing to Edgemont.

Change is hard but good. Henry and I will both be busy in our new ministry settings and although we will miss our current churches, it is important for each of us to pour ourselves into our new congregations and communities.

With this in mind, we wanted to share with you the ways that we will honor each other during the transition. My Facebook page will remain active, but I will refrain from commenting on your pages. I will also refrain from making contact with any of you without Henry's express permission. While we will always be sisters and brothers in Christ, Henry is your pastor now and I want to respect that. I know you will, too.

There will be occasions that might call for my presence and/or participation. For example, I will be officiating at Ross Putman and Sarah Lanier's wedding in December as this was scheduled long before we knew that I would be moving to Pell City First. I do this with Henry's blessing.

Sometimes families desire to have a previous pastor participate in a funeral or memorial service or some other special event. Please know that any requests of this nature should be handled through Henry. He and I will work out the details of my participation at his discretion.

Thank you for understanding my desire to keep firm and healthy boundaries and to respect Henry's ministry here at Edgemont. Know that you will always have a place in my heart and in my prayers. I am grateful for the ways God blessed our ministry together these last three years and look forward to the ways God will bless your ministry with Henry in the years to come.

Grace and Peace, Belinda

Best Practice Stewardship & Budget Approach

Resource # 6



“When we look at a window we see smudges, cobwebs, and chips, When we look thru a window we see the wide world beyond.” Frederick Buechner

The difference between ‘at’ and ‘thru’ is a matter of perspective, attitude, and approach. This can be applied even to a church’s budget: Looking **at** it we may well see imperfections and problems....looking **thru** it, we see the world beyond and how our church engages that world.

So go ahead and look at the attached budget. Think about it; talk about it; pray about it. Even if we may not all agree on everything, let’s agree to look thru it at the wonderful world of possibilities that await us!

This is my first year to look both at and thru our church’s budget as your new pastor. What an exciting time for us together to shape the world we see because of our faith, commitment, and mission! Thank you to all those who have worked so hard to prepare our ministry budget for the coming year and for each of you who have inspired me and my family with your generous and loving spirit!

Best Practice Christmas Idea introduction

Resource # 7

Pastors,

Occasionally I share 'best practice' ideas among those with whom I've been working during the year.

Attached is an idea that has proven to be a winner for many churches over the past few years...especially for pastors following founders or long-term pastorates. But it works wonders in any congregation!

Given the tumultuous, divisive times in which we now minister where hurtful, degrading language abounds...you may find this could be a way to promote unity and peace.

Please see the document detailing the "Family Christmas Candle" which you may find can be a great way to add something to your church with a special "wow!" factor, without taking anything away or 'changing' anything... (something which can sometimes be a delicate issue for a new pastor).

Many pastors take this idea beyond the "church family" and make it a "community Christmas Candle" by involving Rotary club, Chamber of Commerce, and other civic groups with which the pastor may be involved.

The purpose is to involve people in an easy way, highlight a powerful metaphor of unity (the felt need of so many in our denomination and country right now), and create a "wow!" factor that people will talk about for a long time.

If you have multiple services in multiple venues, adjust as needed or give me a call and we can talk about it!

No need to reply to this email, just know that I'm praying for you and for your church as fall gears up...and already you are beginning to plan for Christmas.

BTW: when you have a great idea you don't mind sharing, let me know and I may be able to pass it along to others. Thanks!

Best Practice Family Christmas Candle implementation

Resource # 7

Church Family Christmas Candle

Most all our churches do something along the lines of an 'Advent candle wreath' here's a great way to personalize it while engaging the entire congregation in a creative way.

Plan ahead... Begin to cast the vision in Sept/Oct.

1. Ask each family to bring a Christmas candle from their home
 - "Any size, shape, color or condition" is ok
 - Bring a candle that has actually been used from some "Christmas past"
 - Present them at the altar on the Sundays leading up to Advent....with this explanation (or something like it; be creative!):

"You have all brought a candle from your home, used by your family, with special memories unique to younext Sunday we are going to take all the individual candles and make one large "Church Family Christmas Candle". This is a symbolic way of reminding us that all our families make up one holy family here at the church.

Look at all these candles; pray for all the families that brought them that their Christmas this year will be a time of special joy and peace. Look at all these candles...all the colors, sizes, shapes, conditions. That's the kind of church we are (or want to be).... Where everyone, regardless of their situation, is valued and loved here.

Now, I don't know what this big "Church Family Candle" is going to look like; but I can't wait to see it! And friends, I don't know what the future of our church is going to look like...but I can't wait to see it and to experience it WITH YOU, as we are all part of one church family."
2. Recruit somebody (or a small team of 2-4) to gather all the candles from the families presented by your individual members....melt them down... and make a "Family Church Christmas Candle."
 - Ideally, somebody who is not already deeply involved with the church;
 - use this as a way to recruit a newer person
 - let them experience the joy of this 1-time task; you may be planting the seed that will grow into a brand new dependable volunteer!
 - If you don't have anybody with knowledge (like a school art teacher), any Arts/Crafts store will be happy to help with the process (AND you begin to make it known to the local creative people that your church is doing something creative)
 - One church used a trash can as the mold (they started with a small plastic one; as the church grew they used larger trash cans) ... they liked the metaphor of something beautiful coming from a trash can. Some years they used other molds....one year the entire ancient city Bethlehem!
 - The wick is the tricky part... depending upon candle size.
3. Each Sunday, as the Advent Candles are lit, also light the "Family Candle"
 - Explain it each week...you can use this to constantly cast vision as December crowds grow and include guests.
 - When Advent Christ Candle is lit, highlight about the Family Candle: "While this is our community candle, let's remember: it's all about HIM, not us."