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**Steps to Take when a Minister Leaves a Church**

1. Consistory representative contacts the Stated Clerk of the GLCC at [office@glcclassis.org](mailto:office@glcclassis.org)
   1. A Transition Pastor is strongly recommended. (Appendix B)
   2. A Supervisor, who is a pastor in the GLCC, is assigned to the church. (Appendix C)
   3. All necessary paperwork will be completed (dissolution, covenant of separation, severance agreement, etc. Appendix F, G, H)
2. Line up Pulpit supply. (List on GLCC Website)
3. With the help of a Transition Pastor, begin to answer the following questions
   1. Who are we?

* Define the church's strengths, challenges.
  + Internal systems, organizational structures
* Review city demographics/needs
* Survey the Congregation's Health and Needs
  + God Dreams, congregational forums
  1. Where do we go from here? What's God calling us to do?
* Review church Mission, Vision, Values. Clarify direction and define leadership needs
* Complete a Congregational Profile. (Appendix J)
* Write new job description, based on your current needs
  1. Who will lead us there?
* Define your search process
* Define accountability
* Define budget for search team
* Define communication strategy and frequency
* Define recruitment plan

1. Search Team Process. (Appendix I)
2. Search team recommends candidate to Consistory
3. Classis Exec. Team interviews candidate and reviews the Call/Contract documents with CCAT
4. Consistory recommends candidate to congregation
5. Congregation calls and supports candidate
6. Installation service for candidate
7. New Pastor
   1. Great Lakes City Classis expects each of their pastors to be in a peer learning network and in a coaching relationship.
   2. Elders should review new pastor every 6 months for the first 2 years

Goals

It is the intention of Great Lakes City Classis to achieve the following goals as a result of a thorough pastoral transition process.

* A good closure with the previous pastor, including: proper grieving, healing of hurts and mending of divisions.
* A good fit between the new pastor and the congregation; an appropriate match of needs and strengths to advance the clearly defined vision of the congregation.
* A healthy relationship between the new pastor, staff and consistory.
* The congregation is engaged in more outreach and is more aligned with the Classis’ vision *to strengthen and start churches in the Great Lakes City Classis by empowering, equipping, and encouraging leaders*.