

## **PASTORAL SUCCESSION – TEMPLATE**

### **AIM**

A successful transition of the pastoral leadership at our church.

### **KEY ELEMENTS**

1. Our pastor and family to be honoured for their stellar shepherding over many years and launched into a fulfilling and fruitful next season.
2. The incoming pastor to be fully prepared for a fruitful and fulfilling pastoral life.
3. The board, staff, stakeholders, leaders and congregation shepherded into the next era of the church's pastoral leadership.

### **KEY CHALLENGES**

1. Personal and material support for our pastor and family to ensure a successful transition into their future.
2. Personal and material support of the incoming pastor to ensure a successful transition into the new role.
3. The transition crossover with the incoming pastor taking on more leadership responsibilities prior to moving into the leader role. The growth and development of the incoming pastor. The length of this time needs to be determined.

## MILESTONES

Appoint Succession Team

Appoint consultant

Establish timeline

Conduct search and selection

Process of key announcements

Staff scenarios

Updates to stakeholders and congregation

Transition crossover

Incoming pastors first Sunday

Incoming pastors get to know you events

Outgoing pastor's final events

Induction Sunday

Outgoing pastor's celebration Sunday

Post-handover support

## TIMELINE

Outline search elements – criteria, interviews, visit

Schedule of initial announcements

Schedule of stakeholders and congregational updates

Transition crossover elements – length, increase/decrease roles

Incoming pastor events

Outgoing pastor events

Induction Sunday

Celebration Sunday

Post-handover support

## GENERAL AND SIGNIFICANT ISSUES

There some overarching transition issues and connected strategies that will impact on the succession process. Being aware of these issues will help you have a successful journey.

	Transition Issues	Appropriate Strategies
1.	The leadership transition should be a journey including pre-handover, handover and post-handover times rather than an event.	The strategic plan will encompass actions before and beyond the handover date
2.	The better the transition planning process and the earlier it is mapped out, the greater the chance of success	The strategic plan should include a clear timeline of all milestones, communication processes and decisions related to practical matters
3.	The focus of the board and staff will increasingly be on the future of the church and not on the outgoing pastor. This has the potential to cause them considerable angst.	One or two boardmembers should be appointed whose task throughout the transition process is to look out for the interests of the outgoing pastor.
4.	In the light of the fact the outgoing pastor has served for many years they will undoubtedly experience some emotional and psychological turmoil. The sense of loss will be compounded by a shift in status, power, perks etc.	Appropriate honouring of the outgoing pastor at handover plus post-handover care of them needs to be factored into the strategic plan.

5.	The incoming pastor will face a different but just as daunting set of emotional and psychological barriers	One or two board members should be appointed whose task throughout the transition process is to look out for the interests of the incoming pastor.
6.	If the transition crossover is lengthy it will be greatly assisted by the outgoing pastor gradually letting go of leadership responsibilities, roles and activities and the incoming pastor gradually picking them up.	<p>Planned absences and intentional handovers of responsibilities should be a part of the strategic plan.</p> <p>Before handover, the incoming pastor should progressively take on the team leader role.</p>
7.	Clear communication to board, staff, key stakeholders and the church is essential	<p>Communication should include what, why and how of the leadership change and transition process</p> <p>The outgoing pastor should have regular talks with staff after they are informed</p> <p>Communication to the entire church on a Sunday morning should be preceded by special meetings with staff and then key stakeholders</p> <p>The timing of announcements needs to be managed with considerable care.</p> <p>People will need to be shepherded through this process as some members will experience distinct grief.</p>

8.	The outgoing pastor will handle the transition better if their future is clear and vibrant.	The outgoing pastor's future should be clearly defined and explained as a part of the strategic plan.  Also, their future roles, if any, in the life of the church should be outlined in the strategic plan.
9.	Appointment of new staff	Care should be taken around the appointment and onboarding of new staff through this transition.
10.	A learning/development plan should be developed for the incoming pastor	Coaching and specific developmental points should be covered in this plan.
11.	Potentially challenging issues for the outgoing pastor should be approached in a candid and supportive manner.  These issues include  <ul style="list-style-type: none"> <li>- ongoing support</li> <li>- church attendance</li> <li>- gift</li> <li>- financial assistance</li> </ul>	These issues should be canvassed in the strategic plan.



## ANNOUNCEMENTS

*These are the scripts from the announcements we made at our church during our succession.  
The different groups are outlined.*

*Feel free to edit and use as you see fit.*

### SMALL GROUPS OF 8-12 KEY STAKEHOLDERS

Di & I in conjunction with our Board are initiating a succession process enabling us to step out of being Senior Pastors at C3HH

Jase & Em will become the next Senior Pastors of our church in 12 months time in Feb 2012

We will be making a public announcement on Sunday 6 Feb so we're having these smaller more personal meetings to tell you our journey

We have been on a journey over last 18 months sensing our time as SP was coming to an end ... working with the Board, Gordon Moore & Jase & Em

Complete agreement on the timing & the choice of Jase & Em both within our board & Gordon Moore

Reasons for the timing ...

- We feel ready for the next stage of our ministry journey – we don't want to do that when we are too old & too tired
- We feel our church is healthy & more than capable of handling a major change like this one
- We believe Jase & Em are the right people & are the right age to bring generational age like we did 20 years ago

Why we chose Jase & Em ...

- Godly character – quality people of proven integrity
- Culture of our church – long term members of our church, over 20 yrs
- Leadership skills – built Equipe from nothing to #1 presentations business in WA schools
- Ministry skills – platform skills
- People skills – he is shepherd



What we plan to do ...

- Finkelde ministries – we will become part of Beyond program of C3HH
- Corporate training

What will the next 12 months look like ...

- Jase & Em will become Associate Senior Pastors from Feb
- Jase will be running the staff & church under my leadership & coaching
- We will be travelling more – on average I will be away 2 Sunday a month
- Here all Feb, March away & then ave 2 Sundays each month
- Designed to give Jase space to step up & for us to establish finkelde ministries – he will provide continuity
- We don't envisage any radical changes to the way we do church

In Feb next year we will induct Jase & Emi into the SP role & send us out as part of the Beyond program

We will take a 6 mth break from the church – travelling, ministering elsewhere – visit back & see if we should stay long term at C3HH or not

### 3 things we need from you

1. Prayer – process with the Lord - opportunity for fear & uncertainty in times of transition
2. Joshua & Caleb spirit – any issues please talk to us or board
3. Church attendance – support us & Jase & Em by being in church regularly over next few months

Key stakeholder meetings Wed 2 Feb & church announcement Sunday 6 Feb

### CONFIDENTIALITY

Any Questions?





## KEY LEADERS, VOLUNTEERS AND STAKEHOLDERS GATHERING

Thank you for coming.

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Jase & Em will become the next Senior Pastors of our church in 12 months time in Feb 2012

We will be making a public announcement this Sunday 6 Feb so we're having this meeting tonite to tell you our journey

We have been on a journey over last 18 months sensing that our time as SP was coming to an end & the Lord was leading us into the next stage of our ministry journey. ... working with the Board, Gordon & Jo Moore, Phil Pringle & Jase & Em

Complete agreement on the timing & the choice of Jase & Em both within our board & Gordon Moore

Reasons for the timing ...

- We feel ready for the next stage of our ministry journey – we don't want to do that when we are too old & too tired
- We feel our church is healthy & more than capable of handling a major change like this one
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Why we chose Jase & Em ...

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- Leadership skills – built Equipe from nothing to #1 presentations business in WA schools
- Ministry skills – platform skills
- People skills – he is shepherd

What we plan to do ...

- Finkelde ministries – we will become part of Beyond program of C3HH

What will the next 12 months look like ...



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- We don't envisage any radical changes to the way we do church

In Feb next year we will induct Jase & Emi into the SP role & send us out as part of the Beyond program

We will take a 6 mth break from the church – travelling, ministering elsewhere – visit back & see if we should stay long term at C3HH or not

### 3 things we need from you

Prayer – process with the Lord - opportunity for fear & uncertainty in times of transition

Joshua & Caleb spirit – any issues talk to us or board

Church attendance – support us & Jase & Em by being in church regularly over next few months

Church announcement Sunday 6 Feb

**CONFIDENTIALITY please do not talk to anyone before Sunday**

Di

Jase & Em

ANDREW JENKINS (ELDER)

Any Questions?



## SUNDAY SERVICE ANNOUNCEMENT

Josh 1.1-9

Significant passage of scripture 20 yrs ago in Di & I lives & in our church

20 yrs ago Di & I became the Senior Pastors of our great church & it's our pleasure today to announce in conjunction with our Board we are initiating a succession process enabling us to step out of being Senior Pastors at C3HH

In 12 months time in Feb 2012 Jase & Em Schroeder will become the next Senior Pastors of our church

Di & I have been on a journey over last 18 months sensing that our time as SP was coming to an end & the Lord was leading us into the next stage of our ministry journey. ... working with the Board, Ps Gordon & Jo Moore, Ps Phil Pringle & Jase & Em

Complete agreement on the timing & the choice of Jase & Em both within our board & Gordon Moore

Reasons for the timing ...

- We feel ready for the next stage of our ministry journey – we don't want to do that when we are too old & too tired
- We believe our church is healthy & more than capable of handling a major change like this one
- We believe Jase & Em are the right people & are the right age to bring generational age like we did 20 years ago – in 1991 Ps Frank & June Hultgren handed over the church to Di & I & we brought generational change – 23 yrs difference

Why we chose Jase & Em ...

- Godly character – quality people of proven integrity
- Love marriage & family
- Culture of our church – long term members of our church, over 20 yrs
- Leadership skills – built Equipe from nothing to #1 presentations business in WA schools
- Ministry skills – platform skills
- People skills – love people, shepherd hearts

What we plan to do ...

- Finkelde ministries – we will become part of Beyond program of C3HH

What will the next 12 months look like ...

- Jase & Em will become Associate Senior Pastors from Feb
- Jase will be running the staff & church under my leadership & coaching
- We will be travelling more – on average I will be away 2 Sunday a month
- Designed to give Jase space to step up & for us to establish *finkelde ministries* – he will provide continuity
- We certainly don't envisage any radical changes to the way we do church

In Feb next year we will induct Jase & Emi into the SP role & send us out as part of the Beyond program

We will take a 6 mth break from the church – travelling, ministering elsewhere – visit back & see if we should stay long term at C3HH or not

DI

JASE & EM

ANDREW JENKINS (ELDER)

Letter with all these details has gone via email to all our members & friends in the body of Christ

Any Questions? Please contact us or any of the board members (stand up)

As you process this ...

- Prayer – process with the Lord - opportunity for fear & uncertainty in times of transition
- Joshua & Caleb spirit – we have been this way before
- Lead from the middle of the pack – be in church, be strong & faith filled



## LETTER TO ALL MEMBERS & ATTENDERS

Dear

At our Launch Sunday service this morning we made a significant announcement regarding a major change in the leadership of our church. We were pleased to announce that, in conjunction with the board, we have initiated a succession process.

In one year's time, February 2012, we will be handing over the senior leadership of our church to Jason and Emma Schroeder.

We started a journey 18 months ago and have been working extensively with our board, C3 Church overseers Ps Gordon and Jo Moore and Ps Phil Pringle during this succession process.

What precipitated our decision?

Firstly, through prayerful reflection and discussion we came to the realization that the Lord was leading us into the next stage of our ministry journey.

Also, we know that our church is healthy and more than capable of handling a major change like this one.

In addition, we know that Jason and Emma are the right leaders to take our church into the future. They are people of godly character with extensive ministry and leadership skills. They are 'home grown' and thus carry in their hearts the DNA and values of our church and movement. Today we welcomed Jason and Emma into their new roles of Associate Senior Pastors.

What do we plan to do?

We are launching *finkelde ministries*. Our church will send us out as specialist ministers, engaging with both our C3 Church movement and the wider body of Christ. Our focus will be on consulting, training, preaching, teaching, coaching and serving Christ in a multiplicity of ways. After 30 years of pastoral and leadership experience in the one church we do have a passion to utilize our skills for many years to come in serving Christ. We have no plans to retire!

What will the next 12 months look like in our church?

During the next 12 months we do not envisage any radical changes to the way we do church. Our vision, values and focus will remain the same. Under our tutelage and coaching



Jason will take a more primary role in leadership of the staff and church. Whilst we will be travelling more we will stay strongly involved in our church, continuing as senior pastors until the handover in February 2012. We envisage a year of the continued favour of the Lord upon our church as Jason and Emma move towards becoming the third senior pastors of our church in its 36 year history.

Have any questions?

If you would like to talk with either us, Jason and Emma or a board member please contact us at the church office 9307 5000. We are available to talk with you personally as you process this significant change in our church. Also feel free to hit reply and ask us a question via email.

If you weren't in church this morning please contact the book shop [heathera@c3hh.com.au](mailto:heathera@c3hh.com.au) to request a complimentary copy of the CD or DVD of this morning's announcement, as this will help you understand in greater depth the process we have undertaken. Alternatively, the announcement video will be available online on our website tomorrow.

We do genuinely covet your prayers and continued support through this entire journey. We know that your faith and strength will enable our church to complete a successful transition that will position our church for many decades of future growth and Christ honouring impact.

Thank you so much for your love and support. We know Jason and Emma will flourish as visionary leaders as you give them the same encouragement and back-up that you have given us over the years.

Yours sincerely

John & Dianne Finkelde

Senior Pastors



## LETTER TO PASTORS & FRIENDS

Dear

At our Launch Sunday service this morning we made a significant announcement regarding a major change in the leadership of our church. We were pleased to announce that, in conjunction with the board, we have initiated a succession process.

In one year's time, February 2012, we will be handing over the senior leadership of our church to Jason and Em Schroeder, who are currently associate pastors on our team.

We started a journey 18 months ago and have been working extensively with our board, C3 Church overseers Gordon and Jo Moore and Ps Phil Pringle during this succession process.

What precipitated our decision?

Firstly, through prayerful reflection and discussion we came to the realization that the Lord was leading us into the next stage of our ministry journey.

Also, we know that our church is healthy and more than capable of handling a major change like this one.

In addition, we know that Jase and Em are the right leaders to take our church into the future. They are home grown leaders of godly character with extensive ministry and leadership skills who carry in their hearts the DNA and values of our church and movement.

What do we plan to do?

We are launching *finkelde ministries*. Our church will send us out as specialist ministers, engaging with both our C3 Church movement and the wider body of Christ. Our focus will be on consulting, training, preaching, teaching, coaching and serving Christ in a multiplicity of ways. After 30 years of pastoral and leadership experience in the one church we do have a passion to utilize our skills for many years to come in serving Christ. We have no plans to retire!

Over the next 12 months Jase will take a more primary role in leadership of the staff and church under our tutelage and coaching. We will remain strongly involved in our church, continuing as senior pastors until the handover in February 2012. We envisage a year of the continued favour of the Lord upon our church as Jase and Em move towards becoming the third senior pastors of our church in its 36 year history.



We do genuinely covet your prayers and continued support through this entire journey. We believe our church will complete a successful transition that will position our church for many decades of future growth and Christ honouring impact.

Yours sincerely

John & Dianne Finkelde

Senior Pastors





## SMALL GROUP MEETINGS IN NOV & DEC PRIOR TO HANDOVER

Thank you for coming

Back in Jan we chatted with you about our succession plans

We wanted to talk about a few things ...

- thank you for your support thru this year - your prayers, Joshua & Caleb spirit
- tell you about the journey so far - fascinating, emotional, stretching, miraculous
- tell you what's happening with us
  - GaHC
  - booking clients - 10-15 our goal for next year
  - nearly 2/3 of our Sundays are booked for 2012
  - processing our own grief
  - very excited about our future
- us & C3HH - 6 mths away ministering, attending as we can in August - Dec & then decide whether C3HH will be our ongoing church home
- you handling the future
  - very important next Feb to switch the support, loyalty, allegiance you've given to us to Jase & Em
  - just as Israel crossed into promised land they had a huge miracle - I believe the smoothness of this year has been a huge miracle - so many things can & do wrong in a transition & the fact we have been able to do this so peacefully has been such a blessing to us
  - now is the time to new territory under a new generation leader
  - things will gradually become different - change will occur, as it has done every 3-5 yrs in our church
  - embrace the changes Jase introduces, be a champion of the new, give him encouragement & feedback, don't be mute
  - as we did this successfully 20 yrs ago we can do this successfully again
  - importance of Feb 2012 - 1st Sunday is induction day, 2nd Sunday is celebration day, 3rd & 4th Sundays are Jase declaring the future

Any questions & anything you'd like to say