

SENIOR PASTORAL PLAN OF SUCCESSION (RETIREMENT PLAN)

I. Introduction

- A. The following Plan of Succession is to be implemented in the event of the retirement of the Senior Pastor.
- B. The Plan of Succession covers three essential areas:
 - 1. ***Initial Announcement***
 - 2. ***Search Process***
 - 3. ***Leadership Transition***
- C. The Plan of Succession will include four groups:
 - 1. ***The Deacon Board***
 - 2. ***The Search Team***
 - 3. ***The Retiring Senior Pastor and Incoming Senior Pastor***
 - 4. ***The Celebration Team***

II. Initial Announcement

- A. The Senior Pastor will inform the Deacons of his decision to announce his retirement.
 - 1. The Senior Pastor will send a letter to Church Members to inform them of the decision.
 - 2. The Senior Pastor and a Deacon Representative will make a public announcement the following Sunday of the decision.
- B. A copy of the "Hiring Process for the Senior Pastor" will be made available to Church Members that Sunday.

III. Search Process

- A. The Deacons will meet to select the Search Team.
- B. The Search Team will begin the search using the "Hiring Process for the Senior Pastor" procedure.
- C. The Pastoral Staff will select The Celebration Team.

IV. Leadership Transition

- A. Once the new Senior Pastor is selected, the Deacons will schedule an appropriate Sunday for the Leadership Transition Service.
 - 1. The retiring and incoming Senior Pastors will work together in planning the Leadership Transition Service.
 - 2. Special recognition will be given to The Search Team for their service.
 - 3. Special recognition will be given to the outgoing Senior Pastor's wife and family.
- B. The Sunday will conclude with a celebration party for the entire Church planned by The Celebration Team.
- C. The retiring Senior Pastor's duties will cease and the incoming Senior Pastor's duties will begin at the end of the Leadership Transition Service.
 - 1. The retiring Senior Pastor will make it clear to the congregation that he is no longer the Pastor and will no longer fulfill the pastoral needs of the congregation.
 - 2. The retiring Senior Pastor will not visit Grace after he resigns for a minimum of one year.

HIRING PROCESS FOR THE SENIOR PASTOR

I. The Search Team

- A. Four church members will be recommended by the Senior Pastor and approved by the Deacons.
 - 1. The goal is to have a representative from the Deacons, key Ministry volunteers, church staff and the Pastors.
 - 2. The Deacons will select one of the team to be the Team Leader.
- B. Once selected, the Search Team will initially meet with the Senior Pastor to discuss the selection procedure, application process and job description.

II. The Search

- A. The Search Team will utilize various methods of publicizing the position and set a deadline for resumes to be accepted.
- B. The Search Team will be responsible for collecting and evaluating all resumes for the position.
 - 1. The goal is to narrow the applicants to the top two or three candidates.
 - 2. These top candidates will then be ranked in order.
- C. Video interviews will be scheduled with the top two or three candidates to determine the number one candidate. References will be checked.
- D. The Search Team will then recommend to the Deacons their top candidate.

III. The Interview Weekend

- A. The top candidate will be invited with his family to Roswell for an interview weekend.
 - 1. The Search Team will be responsible for scheduling a variety of meetings and gatherings with different groups, such as staff and key volunteers.
 - 2. The candidate will preach at both Sunday services.
 - 3. The interview weekend will include an official meeting with the Deacons.
- B. Additional interviews with the candidate will be scheduled if necessary.

IV. After The Interview Weekend

- A. The Search Team will meet with the Deacons to discuss their opinion of the candidate.
 - 1. The Search Team will make an official recommendation to the Deacons to hire or not hire the candidate.
 - a. If the opinion is not favorable to hire, the Search Team will repeat the Interview Weekend process with the next highest candidate if deemed appropriate.
 - b. If the opinion is favorable, the Deacons will move forward in the hiring process.
 - 2. It is the responsibility of the Deacons to hire, not the Search Team.
 - 3. Once a candidate is hired, the Search Team will have completed their responsibilities.
- B. The Deacons will make a formal contract offer to the candidate.
 - 1. If the candidate is agreeable to the offer, the Deacons will decide the most effective method of obtaining ratification from the Grace Members.
 - 2. The Decision Making Policy requires an all-Church vote when hiring the Senior Pastor.
- C. If the vote of the Grace Members affirms the selection to the satisfaction of the Deacons and the candidate, the contract will be signed by the candidate and the Deacons.