

Board Responsibilities in the Ministerial Transition Process

The Board of Trustees has a critical role in the ministerial transition process. Its principal tasks are related to finances and the ministry agreement that will be established between the congregation and its new minister. If the ministry now coming to an end has been a successful one, there is sensitive work to do in preparing for such continuing relationship as may occur. Information on the following areas follows:

- Preview of the Search Year
- Search Committee Budget
- Minister's Compensation
- Negotiating Team
- Refer to *Succession after Meritorious Ministry*

Preview of the Search Year

- a) Things that need to be completed soon:
 - Receive visit from Compensation Consultant
 - Fill out checked items on "MSR Report Form I" and return to me.
2. Choose a Search Committee of seven members.
3. Work out a draft Letter of Agreement or contract. This can best be undertaken by appointing a Negotiating Team that is able to prepare such a draft agreement and be ready to negotiate its terms with the search committee's candidate.
4. After the list of possible candidates is delivered, consider aiding the Search Committee in identifying assistants, coordinators, and hosts for various activities during Candidating Week. At the end of the Candidating Week, a congregational meeting to consider calling the minister is the culminating event with a 90% to 95% vote minimum usually expected.
5. Often a Search Committee member or two becomes a member of the Committee on Ministry if both they and the minister agree.
6. The Installation of your new Minister should be put into your society's schedule for the following year and a budget of between \$500 to \$3,000 included.
7. The Search Committee will keep you and the congregation posted on their progress, but when they start dealing with the names of ministers they must maintain strict confidentiality. This protects the ministers from having the news reach their present churches, and it protects your society from the nightmare of different factions advocating different candidates.