

THE PREPARATION PHASE

1 Transition Begins

Our Transitional Minister is: _____
 And starts on: _____

Our Assistant to the Bishop is: _____

2 The Transition Projects

Our Spiritual Director to help us wrap the process in prayer is: _____

1. ___ Our Spiritual Direction Experience is: _____
 On date(s): _____

2. ___ "Telling our Story Event"
 On date(s): _____

3. ___ Community Demographics (Completed)

4. ___ Community Needs Assessment (Completed)

5. ___ Digital View Book or Video (Completed)

6. ___ Update Governing Documents (Completed)

- Our MSP is being compiled and drafted.
- Our MSP is being reviewed.
- Our MSP has been approved and submitted.

3 The Ministry Site Profile (MSP)

THE CALL PROCESS PHASE

4 The Call Committee

- The Call Committee has been formed and installed.
- The Chair of the Call Committee is: _____
- The Call Committee is preparing to receive candidates.
- The Call Committee has received the candidate name(s).
- The Call Committee is interviewing the candidate(s).

5 Council Interviews Candidate

- The Council has received a recommendation of a candidate from the Call Committee.
- The Council is interviewing the candidate.
- The Council has recommended a candidate to the congregation.

6 The Congregation Meets the Candidate & Votes

- The congregation will meet the candidate on date(s): _____
- The specially-called Congregational Meeting date is: _____
- A Letter of Call has been extended.

THE NEW BEGINNINGS PHASE

7 Thank-you & Farewell for the Transitional Minister

- The Farewell to the Transitional Minister is extended during worship.
- The congregation plans a way to thank the Transitional Minister.

8 Welcoming the New Minister

- Our new minister is: _____
- The congregation plans to welcome the new minister.
- The minister will begin serving on (date): _____
- The installation will be held on (date): _____