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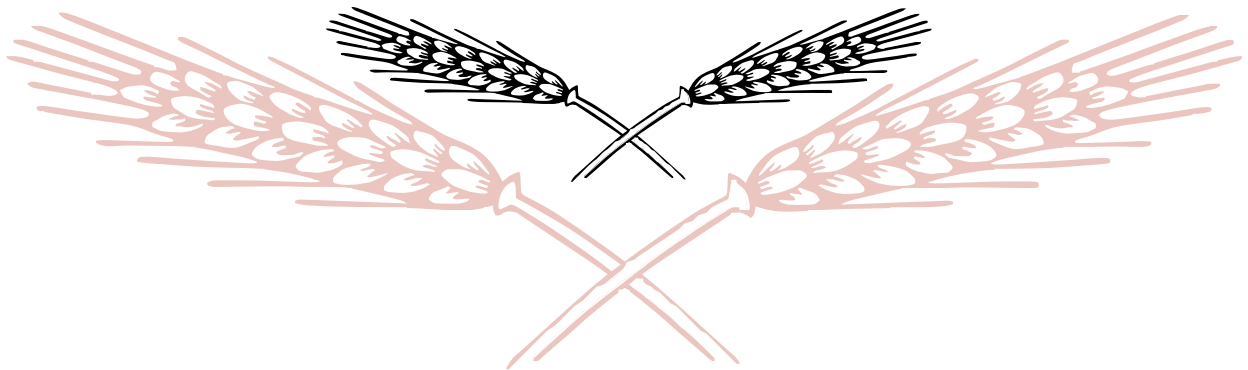
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Pastoral Leadership  
Transition Process

STEP FIVE

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*Process Concludes*



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## STEP FIVE

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# Process Concludes

### I. Pastor accepts the Call

(If pastor declines, go back to Step Three)

### II. Interim Pastor Leaves

#### A. Reports to be completed

1. Interim Pastor Exit report
2. Evaluation of the Interim Pastor

#### B. Interim Pastor's Final Service

1. Litany of Farewell

#### C. Letter of Call

1. Signed by congregational officers and forwarded to Office of the Bishop
2. Bishop signs Letter of Call and mails copies to congregation and pastor

### III. New Pastor arrives

#### A. Bishop or assistant installs the pastor

1. The installation service is the responsibility of the newly called pastor. Guidelines for the design will be sent from the Office of the Bishop to the pastor.



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## INTERIM PASTOR EXIT REPORT

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Interim Pastor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Congregation Served \_\_\_\_\_

Address \_\_\_\_\_

Reason for Interim \_\_\_\_\_

Interim Served From \_\_\_\_\_ To \_\_\_\_\_

Summary of situation when you arrived:

Summary of present status of congregation:

Summary of interim experience:

What difficulties were dealt with during the transition period?

How might synod staff have provided additional support during the transition period?

Additional comments:

Are you willing to serve again as an interim pastor?  Yes  No

If yes, when? \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

**Mail to:**

Assistant to the Bishop  
serving your congregation.



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## EVALUATION OF THE INTERIM PASTOR

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*Please complete the following evaluation so that the synod, through the bishop and bishop's staff, can best provide assistance to you and other congregations entering pastoral vacancies. This information will be shared with the interim pastor to help provide growth in ministry skills and insights.*

Congregation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Interim Pastor \_\_\_\_\_

Length of time serving your congregation \_\_\_\_\_ months/years

1. A. Under the agreement which was established with the interim pastor, what were the specific expectations and responsibilities as you understood them? List below.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

B. How were these expectations and responsibilities met?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

2. What do you consider to be the strengths for ministry of the interim pastor?

- |  |                                     |  |                                      |
|--|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Preaching       | <input type="checkbox"/> Teaching   | <input type="checkbox"/> Administration    | <input type="checkbox"/> Counseling  |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Visitation | <input type="checkbox"/> Handling Conflict | <input type="checkbox"/> Other _____ |

Comment on your choices \_\_\_\_\_

\_\_\_\_\_

3. Were there any needed services that you feel were neglected during the interim pastor's ministry?

\_\_\_\_\_

\_\_\_\_\_

4. In your words, describe the work of this interim pastor among the people of your congregation.

\_\_\_\_\_

\_\_\_\_\_

**Return this form to the congregation council president.** *After all forms are collected from council members, the council president will forward them to the synod office.*

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## LITANY OF FAREWELL

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Leader: A church family is constantly changing. Loved ones come to the end of their lives. Individuals come and go in our church life. It is important and right that we recognize these times of passage, of endings and beginnings. Today we share the time of farewell with Pastor \_\_\_\_\_ whose time as our interim pastor ends.

Pastor: *I thank the congregation of \_\_\_\_\_ Church, its members and its friends, for the love, kindness, and support shown to me over these last months. I ask your understanding and forgiveness for mistakes I have made and for expectations unmet. I am grateful that my leadership has been accepted. With joy I recall the many things we have been able to accomplish together and with sadness the many things we were not able to accomplish together.*

Congregation: **We receive your thankfulness, and we offer our forgiveness for any failures, and our thanks for all accomplishments. We accept that you now leave us to minister elsewhere. We express our gratitude for your time among us and ask your forgiveness for our shortcomings and sometimes flagging faith. Your influence on our lives will not leave us even though you depart from us.**

Pastor: *I forgive you your failures and accept your gratitude, trusting that our time together and our parting are pleasing to God and to the Christ we are called to serve.*

Leader: Do you the members and friends of \_\_\_\_\_ Church now release Pastor \_\_\_\_\_ from the duties of interim pastor?

Congregation: **We do, with the help of God.**

Leader: Do you offer your encouragement for Pastor \_\_\_\_\_ 's continuing ministry?

Congregation: **We do, with the help of God.**

Leader: Do you, Pastor \_\_\_\_\_ release \_\_\_\_\_ Church from turning to you and depending upon you?

Pastor: *I do with the help of God.*

Leader: Do you offer your encouragement for the continued ministry here at \_\_\_\_\_ Church?

Pastor: *I do with the help of God.*

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Leader: Let us pray.

Congregation: **God, whose everlasting love for all is trustworthy, help each of us to trust the future which rests in your care. The time we were together in your name saw our laughter and tears, our hopes and our disappointments. Guide us as we hold these cherished memories but now move in new directions, until that time to come when we are completely one with you and with each other, in the name of Jesus Christ we pray. Amen.**

Leader: Go now, Pastor \_\_\_\_\_, surrounded by our love and led by the promises of God, the presence of Jesus Christ and the guidance of the Holy Spirit. Amen.

