

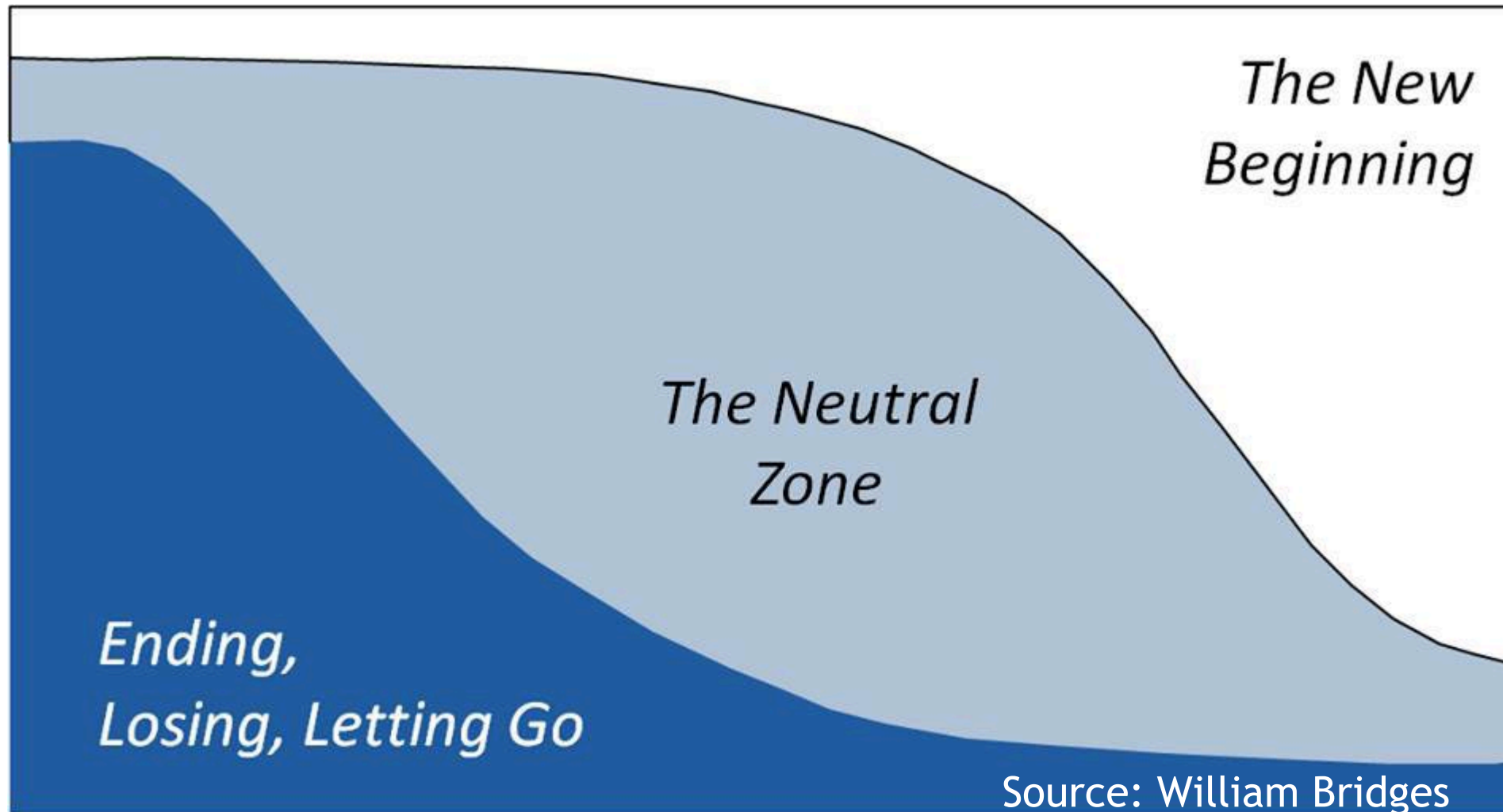
Understanding The Transition Process

Church Health Department 2025



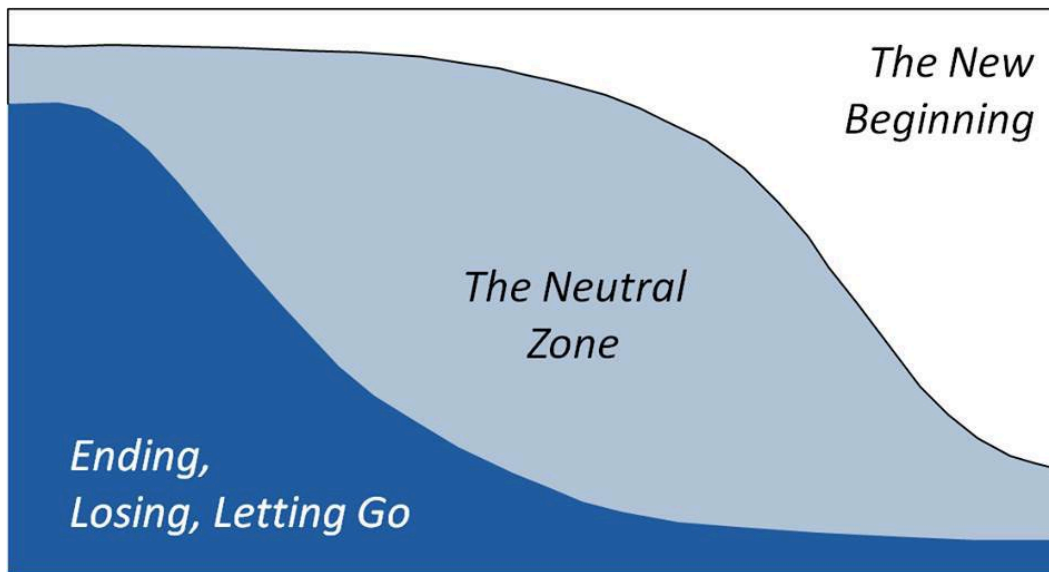
The Transition Process

It occurs in three overlapping phases...



All transitions are composed of an ending, a neutral zone and a new beginning.

- William Bridges



Change is an event but
a transition is the
process that you go
through in response to
the change.

- William Bridges

The Israelites left Egypt (ending), had to go through the desert (the neutral), then eventually entered the promised land (new beginning).

The Transition Process

5 Stages

Stage 1: Initiation & Announcement

Stage 2: Initial Meetings: Pre-Assessment & Preparation

Stage 3: Intentional Transition Process

Stage 4: The Search Process (Preparation & Posting)

Stage 5: The Search Process (Interviewing & Hiring)



Stage One

Initiation & Announcement



Transition is initiated in several ways:

- by a signed letter from the board & pastor to the bishop
- by a signed letter from the pastor to the bishop
- by an unacceptable performance appraisal
- by a MEGaP decision for health reasons
- by a MEGaP decision to move a pastor
- because of disciplinary action
- a no confidence vote



A Church is in Transition when...

- A letter is sent by the Director of Church Health to be read on a Sunday morning
- A second letter is sent by the Bishop to the pastor releasing them of their appointment



Stage Two

Initial Meetings – Pre-Assessment & Preparation



The Initial Meetings & Pre-Assessment

- A meeting between the board, the Transition Coach, and Regional Coach is facilitated that is designed to listen and review the results of the pre-assessment survey
- Following the initial meeting, next steps are put in place



The Initial Meetings & Pre-Assessment

- The Church Health team helps the church board identify & appoint a Transition Team that will help guide the transition
- Appropriate pastoral & transitional leadership is arranged
- The Transition Team & board are trained and given the Transitions Handbook to guide them



Stage Three

The Intentional Transition Process



Areas to Consider During Transition

1. Facilitation of relevant & biblical preaching
2. Facilitation of congregational care
3. Facilitation of local church administration

Areas to Consider During Transition

4. Healthy closure to the past
5. Relationship and spiritual renewal
6. Vision clarity and life planning process
7. Organizational health
8. The search process

Stage Four

The Search Process

(Preparation and Posting)



Training & Preparation

- The Regional Coach helps train & coach the TT on the search process
- TT is encouraged to conduct an exit interview with the outgoing pastor when possible
- TT collaborates with the board to create or update a Church Profile and Job Description (JD) for the role, ensuring its current.



Posting the Position

- A board-approved Church Profile & JD is sent to the Assistant to the Director of Church Health for posting.
- The job is posted on search sites for about six weeks.
- Resumes and applications are received by the Ministerial Formation Team over the six-week period.



Stage Five

The Search Process

Interviewing & Hiring



Interviewing

- Resumes and applications received by Ministerial Formation Team are shared with the TT and board for follow up.
- TT meets with the Director of Ministerial Formation to go through resumes to shortlist.
- TT communicates with candidates to advise them of where they are in the process.
- Interviews begin - following the process laid out in the Transition Handbook



Interviewing & Hiring

- Candidates without FMCIC credentials schedule a pre-MEGAP interview following the first interview
- Once a candidate is chosen, the TT chair recommends candidate to board
- Board negotiates an employment letter (consult payroll@fmcic.ca) & the pastor is hired
- Board requests (credentialing@fmcic.ca) that the candidate be appointed
- Host an induction service for the new pastor



Key Practices to Have in Place

- Maintain confidentiality
- Eliminate unconscious biases
- TT communicates to the church consistently
- Implement a prayer strategy throughout
- Use principles of discernment (is the Lord calling the candidate here?)
- Follow the FMCIC credentialing process
- Consider spiritual gifts and ministry fit



The Transitions Handbook

Introducing the Transition Process p. 4

Stage 1: Initiation & Announcement p. 4

Stage 2: Initial Meetings p. 5-9

Stage 3: The Intentional Transition Process p. 10-11

Stage 4: Search Process (Prep. & Posting) p. 12-23

Stage 5: Search Process (Inter. & Hiring) p. 26-39

The Transitions Handbook is available at:
<http://fmcic.ca/transition-index/>



For More Information

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