

## Meeting Minutes from 5/2 Transition Team Meeting

### Attendees:

1. Tracie
2. Allison
3. Gibran
4. Bill
5. Dan
6. Doug
7. Dennis
8. Sana

### Discussion/Agenda Items:

1. The team wrote down the dates they'll be on vacation and not available. Tracie will send that info out
2. We took a team picture
3. Tracie asked that everyone read the LBC Pastoral Search Team handbook, and at least skim through the CVNW Pastoral Search handbook, before our 3/16 training
4. Bill provided an overview of the Transition Process. Bill talked about how we will use CVNW a lot throughout this search process as they have a lot of tools and processes that we'll be able to take advantage of. The search process will include a few steps:
  - a. Gather and get organized
  - b. Gather some demographics and information about the community
  - c. Create a church profile
  - d. Create a pastor profile
  - e. We'll then have a link, provided by CVNW, to post and have candidates apply through that link
  - f. Then, we will select and do screening per the Pastoral Profile and Pastoral Search Handbooks
5. If more than one person is not available for a team meeting, we should be okay to proceed without them. When more than one person is not available, we should consider Zoom
  - a. There will be some meetings where we know Zoom will be the best option
  - b. The church has a Zoom account we can use, if needed
6. Dennis shared some key thoughts for the team as follows:
  - a. Confidentiality - you cannot confirm or deny to others that a particular person is a pastoral candidate
  - b. Don't fall in love with any given pastoral candidate. They may excel in some areas and not in others
  - c. Don't drop out - if you have stresses that make it difficult to continue, let the team know and we will try to work around those challenges
  - d. When you speak to others outside the team, you speak for the team
  - i. You can only speak for the team if you know it's in black and white in the meeting minutes
  - e. In terms of potential candidates, sometimes the person not looking to move is the strongest candidate
  - f. Pray, Pray, Pray - come to the seasons of prayer. Make prayer for this process a part of your personal life
  - g. Consider having a test candidate so we can practice and can anticipate questions that candidates will ask, etc.

- h. The next time we meet, Dennis will bring a timeline with specific steps to take
- 7. Tracie shared that the next big step will be developing a Pastoral Profile. We will likely start that after our 5/16 training. There's a section in the CVNW Pastoral Search Handbook that will help us develop a Pastoral Profile.
- 8. Doug asked if we'll both interview and possibly go to other churches to view potential candidates. Dennis confirmed that, yes, we will try to do that if possible.
- 9. Doug asked if this team needs to vote unanimously to bring in a specific candidate. We will follow that process. Dennis shared of an example of a search team he led in which one of the team members didn't provide an affirming vote, but rather abstained, and the elders/church continued forward with the candidate that the rest of the search team had affirmed
- 10. Tracie reiterated next steps:
  - a. Training
  - b. Pastoral Profile
  - c. Post job
- 11. Tracie talked about the schedule forward after 5/16. We will plan on meeting weekly thereafter at 3 pm on Sundays
- 12. The below sheet about transition roles throughout the church was passed around to the team for review. Note: this example was not created directly for Laurelwood, this is an example from one of Dennis' previous churches; therefore, edits will be needed before finalizing for Laurelwood.

## Transition Roles

Pass, it on

**Staff:** Those who are paid part-time or full-time to serve the church. Staff includes pastors as well as those who serve in specific ministries: Administrative Assistants, Custodial, School, etc.

**Elders:** Those who are elected by the congregation to set Ministry boundaries. These boundaries primarily include policy and finances. The elders must meet 1 Timothy 3 qualifications and be an example to the church. The elders are currently undergoing a review of their responsibilities as well as many transition issues.

**Transition Team:** This group of nine people is tasked to evaluate and make recommendations to the Church in the transition time. They will recommend changes to the elders/ staff/Congregation as needed. They will conduct surveys and administer tests to help evaluate the church and to help the church to be as healthy as possible in preparation for the coming of the new senior pastor.

**Search Team:** This group (formed from the transition team) will do the groundwork to find the new senior pastor. Search Team will not be formed until the transition team has finished its job. This group may include all the members of the transition team. It involves reviewing many resumes, making any reference phone calls, listening to sermons of potential candidates, conducting face-to-face interviews with the finalists, and praying the Lord will lead them to the right man to candidate here at Faith Free Church. The Search Team will present only one candidate to the congregation.

**Congregation (Members):** An 80% vote is required on a Senior Pastor candidate. Congregation is also involved approving annual budget, elders, new pastoral staff, as well as the purchase or sale of property.

13. Dan will keep meeting minutes and send those out after each meeting. Bill will redact for confidentiality and ensure they get posted to the church website each week
14. Bill added: the enemy has a plan and we need to be asking God to thwart the enemy's plan. We need to be super vigilant of that and be emphasizing that throughout our seasons of prayer and regular personal prayers for the search process
15. Doug shared that a congregational vote should be at least 90% to affirm a pastor. The team agreed, and Dennis urged us to pray for that result too
16. Gibran closed us in prayer

### Actions:

1. **Whole Team** - Read through the LBC Pastoral Search Team Handbook, and at least skim through the CVNW Handbook before the 5/16 meeting
2. **Tracie** - Send out vacation schedule of the team
3. **Tracie** - Give back to Dennis the pastoral profile documents that she borrowed from him
4. **Tracie** - Send out a meeting schedule for the team
5. **Dan** - Take meeting minutes each week and send out to the team

6. **Bill** – Redact for confidentiality the meeting minutes each week and ensure they get posted on the church website
7. **Gibran** - e-mail Tracie when he knows their vacation/unavailable dates