



MINISTERIAL TRANSITION PROCESS



DEPARTURE – when a minister leaves

- Contact CBF's Director of Ministerial Transitions for support
- Explore interim ministry options and choose most appropriate
- Select a search team

PREPARING – establishing the processes and resources of the search team

- Develop prayer and discernment practices
- Create profiles for church and clergy
- Communication planning for candidates and church
- Update the position description
- Define the details of ministry compensation and ministry funding

SEARCHING – engaging ministerial candidates

- Request and receive resumes
- Cultivate understanding of ministry resumes and select possible candidates
- Share the communication plan with candidates and church
- Develop an interview process and conduct interviews
- Identify final candidates
- Conduct thorough reference checks
- Discuss compensation with candidates

CALLING – extending the call and welcoming the minister

- Complete reference checks and criminal background check
- Understand and extend the “terms of call” (a letter with details of compensation, benefits, etc.)
- Plan the call weekend to meet the church
- Plan an installation service for the new minister

**For support with
these processes
and your search
contact:**

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**CBF
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