

CHECKLISTS FOR THE PROCESS

The following checklists imply a process which can be used by ministerial leaders, congregations and region staff in cases which may involve involuntary separation of pastoral leaders.

A. MINISTERIAL LEADER CHECKLIST

- Prepare/update ABPS profile; talk with ABPS consultant.
- Consult regional staff.
- Renegotiate relationships, if appropriate.
- Identify transitional needs.
 - 1. Immediate
 - Salary
 - Housing
 - Benefits (talk with M&M)
 - Time Line
 - 2. Next Steps
 - Career Counseling
 - Personal Counseling
 - Resettlement Placement
 - Out Placement

If negotiation is unsuccessful, secure, with the assistance of the regional staff, a mediator to assist in the negotiation process. Resource options: judicatory staff from other denominations/regional teams/Ministers Council/resolution teams.

If mediation is unsuccessful, secure, with the assistance of the regional staff, an arbitrator to assist the process. This needs the agreement of both parties.

Develop a written plan for leave taking. Dialogue with the regional staff and Pastoral Relations Committee. Items to include: worship, sermons, behavioral patterns following separation, exit interview with the pastoral leader and appropriate committee, board, or church.

B. CHURCH CHECKLIST

- Consult regional staff.
- Renegotiate relationships, if appropriate.
- Identify responsibilities as an employer, resources, and needs of the church.
- Negotiate separation package with the professional church leader:
 - Salary
 - Housing
 - Benefits
 - Shared costs of career and personal counseling.
 - Time Lines

If negotiation is unsuccessful, secure, with the assistance of the regional staff, a mediator to assist in the negotiation process. Resource options: judicatory staff from other denominations/regional teams/Ministers Council/resolution teams.

Develop a written plan for leave taking. Dialogue with the regional staff and Pastoral Relations Committee. Items to include: worship, sermons, behavioral patterns following separation, exit interview with the pastoral leader and appropriate committee, board, or church.

Address the feelings, dynamics, and behavior patterns which come out of the exit interview.

C. REGION CHECKLIST

- Fact finding with the ministerial leader and other church leader.

- _____ Encourage the appropriate parties to take charge.
- _____ Assist renegotiation of the relationship, if appropriate.
- _____ Help the church understand its responsibilities as an employer and the legal ramifications, i.e., state, religious, corporate law.
- _____ Help the ministerial leader develop a realistic separation package.

- _____ If negotiation is unsuccessful, assist in identifying a mediator to help with the process.
- _____ If mediation is unsuccessful, assist in securing an arbitrator. Obtain agreement of both the pastoral leader and the local church.
- _____ Assist in the development of closure procedures. For example, worship resources, identifying behavior patterns following separation, exit interview, and farewell event.
- _____ Assist the professional church leader in resettlement or out placement. Provide new job career counseling, personal counseling.
- _____ Assist the church in addressing its issues which have been identified through the separation interview.
- _____ Assist the church in taking its next steps by identifying interim leadership, etc.
- _____ Assure that the needs of the spouse and family (if any) are being addressed.