

	<b>Phase 1 Leave-Taking</b> <i>Pastor announces s/he is leaving</i>	<b>Phase II Ministry Site Exploration</b> <i>Pastor leaves; interim pastor begins; preparatory work; Mission Exploration Team (MET) develops Ministry Site Profile (MSP)</i>	<b>Phase III Calling the New Pastor</b> <i>MSP completed; call committee works to identify and recommend a new pastor</i>	<b>Phase IV Beginning New Ministry</b> <i>Call issued; new pastor is welcomed</i>
<b>Time Frame</b>	1-3 months	3-12 months	2-4 months	6-9 months
<b>Pastoral Coverage</b>	Pastor's final weeks; supply pastor as a bridge to the interim if needed.	Interim pastor; the interim assists in the development of the MSP.	Interim pastor is not involved in the call process	Interim pastor; supply pastor as a bridge to new pastor if needed; new pastor.
<b>Council</b>	Plans farewell for current pastor. Meets with synod staff contact for exit interview, to secure interim, to begin call process. Arranges for pastoral coverage before interim begins; develops communication strategy.	Introduces Interim ministry to the congregation (blessing). Selects the Mission Exploration Team (MET). Sets directions for the MSP process. Sees that the ministry of the congregation continues. Maintains contact with synod staff person. For co-pastor or associate calls, writes job description. Schedules town hall meeting to receive MSP report in consultation with the synod staff.	Appoints (or nominates) call committee. Receives report of call committee. Sets dates for vote. Conducts background check. Works with candidate on compensation package. Maintains the ministry of the congregation.	Participates in congregational meeting to consider call. Plans farewell for interim pastor. Prepares welcome for new pastor. Works with synod staff and new pastor to set installation date. Cooperates with synod "six-month" check-in.
<b>Congregation</b>	Participates in the farewell for the current pastor.	Maintains the ongoing ministry. Participates as invited in the development of the Mission Exploration Process (MEP) and development of the MSP. Meets at Town Hall to hear and affirm MSP as basis for call.	Prays for call committee. Makes nominations within set timeframe. Meets to vote on call committee recommendation for pastor.	Says farewell to interim pastor. Welcomes new pastor.
<b>MET (or other designated group)</b>	Usually not yet formed. (In some cases, following consultation with synod staff, starts to develop the background information for MSP.)	Works with interim pastor and/or meets with synod staff to define tasks. Develop the MSP which provides descriptions of congregation's current life and dynamics, future mission challenges and goals, qualities sought in new pastor. Writes a final report to present to council (who reviews and adds compensation package) and congregation. Presents report to congregation at Town Hall.	Reports to council. Some members may be asked to serve on call committee.	Finished.
<b>Call Committee</b>	Not yet formed.	As MSP nears completion, committee is formed according to constitution. Meets to review MSP.	Determine process for interviewing candidates. Receives names, interviews candidates, hears sermons and checks references. Recommends candidate.	Assists in welcome of new pastor.
<b>Synod Staff</b>	Conducts exit interview with current pastor and council to determine interim needs. Contacts possible interims and provides interim covenant form.	Consults on development of MSP. Works with and support interim through monthly reports and interim cohort meetings. Participates in town hall meeting, if available.	Reviews MSP with call committee. Meets to orient committee to call process. Brings names to committee. Provides synod guidelines and consults as needed on compensation.	Synod representative (bishop or staff) installs new pastor. Bishop does all ordinations. Synod staff returns in 6-9 months for checkin.