

The following is intended to lay out basic points of understanding and agreement between Pastor, Church Board, and a designated Pastoral successor regarding the hiring of designated successor and the succession process. This document merely lays out the discussion points that must be addressed in creating a specific MOU for each situation.

I. Succession Plan

1. Succession period is established as beginning (date) and ending (date.) (Suggest one year.)
2. Board affirms appointment of Candidate as Executive Pastor, with intent to present candidate for congregational ratification at the end of succession period.
3. At the end of the succession period, the Board shall vote to present (or not) the Candidate to the members as the Pastoral candidate, asking the members to ratify the Candidate according to the Bylaws. If a majority of the Board does not approve to present the Candidate, the Candidate's position is terminated and the church assumes the severance obligation in Section II, 4.
4. The succession period cannot be altered except by mutual agreement of Board and Candidate. The current pastor must be excluded from any such deliberations.
5. The Board or the Candidate may terminate the succession plan at any point (subject to severance penalty below.) The current Pastor must be excluded from any such deliberations.
6. Pastor-elect to assume all duties and powers immediately upon election.
7. Point I. 1 (above) and II, 2 (below) are to be announced to congregation at beginning of succession period.

II. Employment matters

1. Detail the candidate's job responsibilities, expectations, and authority during succession period.

Memorandum of Understanding : Designating a Pastoral Successor

2. Establish the Candidate's compensation during succession period. (It is suggested to be 80% of Pastor's salary.)
3. Establish the Pastor-elect's compensation after election. (Agree on this up front, not at election.)
4. Severance guarantees to Candidate if succession plan is terminated or unsuccessful. (Suggest 6-12 months.)

III. Current Pastor

1. Agrees to cooperate with the Board and Candidate during succession period.
2. Agrees not to revoke or reconsider the resignation date, regardless of whether the succession is successful or not.
3. Establish Compensation/Retirement/Duties as Pastor Emeritus