

# SFBC Transformation Statement of Work

## Pastoral Transition

### Long Range Plan Recommendation:

Work closely with Pastor Tim to plan for his transition into retirement and SFBC's transition to a new Pastor.

NOTE: The tasks below build on this recommendation, and include other factors raised during considerations by the Diaconate and Executive Committee.

### Key Dates:

April 2021 – Submit interim approach and timeline to Diaconate

Jan. 2022 – Search Committee approved at Congregational Meeting

Feb. 2022 – Pastor Tim to retire

### Collaboration required:

- Other Taskforces
  - Facilities
  - Small Group Ministry
  - Senior Ministry
  - Anti Racism
  - Governance
- Lay Leadership
  - Personnel Commission
  - President/Executive Committee
  - Diaconate
- Pastoral Staff
- Program Office
  - Participate in joint tasks as needed
  - Provide regular updates for communication with the congregation

### Description of Work:

This work falls into two major groupings:

- Pastor Tim's Retirement and Interim Pastor coordination – Personnel Commission
- Transition to Permanent Pastor – Pastoral Transition Taskforce

## Tasks:

### Pastor Tim's Retirement and Interim Pastor coordination – Personnel Commission

- Confirm that this Statement of Work is understood and makes sense. Coordinate with Program office to make adjustments as needed throughout this process
- Pastor Tim's Retirement
  - Provide ongoing support for Pastor Tim and other staff members through the transition
  - Identify any turnover or transitional tasks that need to be done by or for Pastor Tim
  - Plan and host celebration(s)
- Interim Pastor
  - Develop an approach and timeline for securing an interim pastor, to begin work on Pastor Tim Phillips' retirement in Feb. 2022. Submit this approach and timeline to the Diaconate for approval.
  - Shepherd the work to secure an interim pastor.

### Transition to Permanent Pastor – Pastoral Transition Taskforce

- Coordinate closely with the Personnel Commission on this work
- Confirm that this Statement of Work is understood and makes sense. Coordinate with Program office to make adjustments as needed throughout this process
- Ensure that the congregation is continually informed and involved in this process
  - Collaborate with program office on this
- Establish a timeline for this work, understanding that it may be adjusted as the work proceeds.
- Develop an understanding of our key ministries and how they relate to pastoral and other staffing.
  - Provide input relating to these key ministries throughout this process.
  - Ensure we understand the staffing costs related to key ministries
- Analyze/confirm the desired pastoral model going forward
  - Discuss with lay leaders and pastoral staff (past and present)
  - How big will our pastoral team be in the coming years (what can we afford)
  - Has the existing model worked well
  - Are there other models we wish to consider
  - What pastoral model shall we go forward with
    - How does Pastor Anita fit into this model
  - If the model should change, get appropriate approvals
- Create job description(s) for the pastoral search
  - Based on selected pastoral model
  - Determine how pastoral team will meet the full scope of our needs
  - Determine if existing responsibilities should be adjusted
    - Coordinate closely with Pastor Anita on this
    - Ascertain her future as much as possible

- Draft job description(s) for the open position and potentially Pastor Anita and other pastoral roles
- Submit job description(s) to Diaconate for approval
- Provide other guidance to the Pastoral Search Committee as appropriate