

SUCCESSION PLAN Cannon Beach Community Church

- A. **Purpose:** To glorify God by following wise, biblical guidance for the planned (non-emergency, departure-defined) and unplanned (emergency) succession of Church staff to ensure continuity of the ministry of Cannon Beach Community Church according to our Vision, Mission, and Model of Ministry.
- B. **Our Vision, Mission, and Model for Ministry**
1. **Vision:** *Know Christ. Grow in Christ together. Go with Christ into the community and world.*
 2. **Mission:** *We are a loving body of seekers and believers in Jesus Christ, seeking to know and grow in Christ together, through God's Word, prayer and our worship of God; through fellowship and our shared life together; and through evangelism, service and outreach; creatively bringing Christ's message of hope to our community and world.*
 3. **Model: Ten Healthy Missional Markers**

1) <i>Centrality of the Word of God;</i>	6) <i>Compelling Christian community;</i>
2) <i>Life transforming walk with Jesus;</i>	7) <i>Heartfelt worship;</i>
3) <i>Intentional evangelism;</i>	8) <i>Sacrificial and generous living and giving;</i>
4) <i>Transforming communities through active compassion, mercy, and justice ministries;</i>	9) <i>Culture of godly leadership;</i>
5) <i>Global perspective and engagement;</i>	10) <i>Fruitful Organizational Structures.</i>
- C. **Our Approach to Church Leadership**
1. **Servant Leadership:** We seek to practice a “servant” approach to leadership at all levels of Church Leadership as evidenced by the example and teaching of our Lord Jesus Christ: “For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many” (Mark 10:45); “The greatest among you will be your servant” (Matthew 23:11).
 2. **Church Leadership Development:** All Church Staff will actively develop other volunteer leaders in their area of service, working with volunteers who learn various roles and responsibilities of their ministry. All Church Leaders will actively recruit, reproduce, and train other leaders according to the “Barnabas Principle” and the Barnabas Path” as found in the Book of Acts (See Acts 9:26-27, Acts 11:23-26, Acts 11-15):
 - a) **Barnabas Principles:** We seek to put into practice the character traits of servant leadership as evidenced in the life of Barnabas:
 - We have a generous spirit (*Acts 4:36-37*);
 - We believe deeply in people’s potential and we are willing to take risks for the sake of ministry growth (*Acts 9:26-27*);
 - We will seek to be ‘grace-hunters’ (*Acts 11:22-24*);
 - We are glad to participate in team-ministry (*Act 11:25-26*);
 - We willingly promote apprentices and mentees ahead of ourselves (*Acts 11:30; 13:2; 13:7; 13:42, 43, 46*);
 - We do not avoid conflict but face conflict graciously (*Acts 15:36-39*);
 - We offer grace and second chances (*Acts 15:37-39; Colossians 4:10*).

- b) **Barnabas Path:** As we recruit people to serve in ministry, we practice walking the Barnabas Path:
- I do it—you observe alongside (*Acts 9-12*);
 - We do it together (*Acts 13:1-12*);
 - You do it—I observe and encourage alongside (*Acts 13:13- Acts 15*).

D. EMERGENCY (UNPLANNED DEPARTURE) SUCCESSION PLAN: the following steps offer a guideline for a healthy process of succession in the event of an unplanned or emergency departure of our Church staff.

1. **Emergency Succession Planning for Church staff:** Church Staff will discuss with Personnel Elder and Lead Pastor plans for emergency succession, and have Leadership Team review and approve these plans annually. We will have on a confidential file emergency contact names and numbers for Church staff, including family, closest friends, beneficiaries, primary care physician, and any other vital contacts.
2. **Support of all Church staff:** Leadership Team will provide encouragement and support to Church Staff for their planning for the event of a major life emergency.
3. **Leadership Development:** Leadership Team will encourage Church Staff to actively develop other leaders, working with them to learn various roles and responsibilities to help serve in the event of an emergency.
4. **Life and Disability Insurance:** Leadership Team to identify appropriate level of term life insurance and disability policy for Church in the event of Lead Pastor's death or disability, to assure the financial stability of the church in the event of Lead Pastor's death or disability.
5. **Emergency Succession of Church Staff:**
 - a) **Sudden Departure of Lead Pastor:** In the event of the sudden departure of the Lead Pastor due to illness or death, the Leadership Team will meet to discuss the wisest course of action, including these possible action steps:
 - 1) Associate Pastor may be called to serve as interim Pastor under the guidance of the Personnel Elder and Leadership Team until new Lead Pastor is hired;
 - 2) Leadership Team may appoint an Elder who has been trained and equipped to step in to serve as Head of Staff until an interim Lead Pastor is hired.
 - 3) Leadership Secretary may contact the ECC Pacific Northwest Conference staff for names of pastors who may serve as interim pastor. Interim Pastor may serve until new Lead Pastor is called.
 - 4) Pulpit may be supplied by Preaching Team, including Associate Pastor and designated Community Church Member/Friends who have gifts of preaching.
 - b) **Sudden Departure of Associate Pastor:** Lead Pastor oversees responsibilities of the Associate Pastor, appointing key lay-leaders into various areas of ministry leadership until an interim pastor or new Associate Pastor is called.
 - c) **Sudden Departure of Church Administrator:** Church Office volunteers are contacted by Lead Pastor and Personnel Elder to take on key functions of Church Administration until a new Church Administrator is hired.
 - d) **Sudden Departure of Children's Ministry Director:** The Child/Youth Elder or Personnel Elder will appoint key lay-leaders to take over key functions of Children's Ministry leadership until a new Children's Ministry Director is hired.

- E. **NON-EMERGENCY (DEPARTURE-DEFINED) SUCCESSION PLAN:** the following steps offer a guideline for a healthy process of succession in the event of a planned departure of our Church staff, due to retirement, receiving another call, or major foreseen life change.
1. **Study Succession Planning:** Books and resources on succession planning will be made available to members of the Leadership Team and Mutual Ministry Team for their study.
 2. **Healthy spiritual practices promoted:** Working through the Mutual Ministry Team, the Leadership Team will help Church Staff set healthy patterns for spiritual and professional development and encourage healthy life practices for Church staff, including:
 - Staff job descriptions will give guidelines on expectations for weekly rhythm of work, including number of hours worked and days off per week;
 - Church Staff will set S.M.A.R.T. goals twice a year that are approved by Leadership Team, including in December (for Jan.-June), and in June (for July-Dec.);
 - Every Spring and Fall, all Church Staff will turn in a one-week time-log to Personnel Elder and Head of Staff, tracking hour by hour, a seven-day period;
 - Church Staff are encouraged to practice weekly Sabbath and annual vacation time;
 - Church Staff are encouraged to be in a mutual mentoring support relationship, and/or professional counseling, and/or an accountability group for personal and spiritual support;
 - Church Pastors are encouraged and supported to take sabbatical leave every seven years of active service at Community Church, with full-time pastor(s) provided a 4-month sabbatical leave every seven years, and half-time pastor(s) provided a 2-month sabbatical leave every seven years.
 3. **Pastoral Search Committee:** In the event of an expected departure of a Church Pastor, the Leadership Team will recruit 5-9 members of the Pastoral Search Committee (as described in Church By-Laws).
 - Pastoral Search Committee will be formed from active members and friends of Cannon Beach Community Church, including men and women, representing various ages within the congregation.
 - The names of the Pastoral Search Committee will be presented at a congregational meeting for approval.
 - The Personnel Elder and Lead Pastor will meet with this Pastoral Search Committee initially to orient them to the work ahead.
 - The Pastoral Search Committee will appoint officers, including a Chair and a Secretary, and establish their purpose, tasks, and timeline for the Pastor Search.
 - The Pastor Search Committee will work closely with the Leadership Team, and with the ECC Pacific Northwest Superintendent and Staff in considering candidates.
 - Pastor Search Committee will consider internal and external candidates, including those who know the church well, but may not currently be a member/friend of Community Church or a minister within the ECC.
 - Other Church staff hiring of ordained, licensed, or credentialed staff will follow Church By-laws, Article IV, Section 4.
 4. **Preparing for staff retirement:** ordinarily, all ordained, licensed, credentialed, or full-time Church staff will give at least six-month (preferably 12-months) notice in writing to the Leadership Team, prior to retirement, to allow Community Church to begin the staff search and succession process. The Mutual Ministry Team will work with Church Staff in preparation for their retirement to assess how to best care for staff as they prepare for this transition and succession, including offering support for financial planning, and possible professional counseling.

5. **Non-Emergency Departure-Defined Succession Plan:** Prior to retirement or defined departure of any Church Staff, the Personnel Elder and the Lead Pastor will prepare Leadership Team and congregation for overlapping succession planning, including the following steps:
- Encourage Church Staff to announce defined departure or retirement at least six months in advance of retirement, and preferably announce 12-months prior to defined departure or retirement for wise transition and succession.
 - Upon announcement of defined departure or retirement, the Leadership Team will form a search team as described above in D.3.
 - The Leadership Team will seek guidance and direction from the staff of Pacific Northwest Conference of the Evangelical Covenant Church regarding search/hiring process and potential candidates.
 - Attempt will be made for overlapping succession, with incoming church staff person arriving at least month or more prior to departing church staff, depending upon what the Leadership Team agrees upon for overlapping succession.
 - At retirement of Church Staff, plans will be made to celebrate staff retirement with appropriate service and celebration to honor retired staff as appropriate.
 - After retirement, Pastor becomes “Pastor Emeritus” and may be called on to provide “off-site” mentorship to new Pastor for period to be defined by the Leadership Team. Pastor Emeritus no longer serves on Leadership Team, no longer serves on Church Staff, and no longer formally represents Cannon Beach Community Church in pastoral, legal, media, or local community matters.
 - Unless otherwise agreed upon by the Leadership Team, after retirement, Pastor Emeritus worships elsewhere for first full year after retirement to allow new Pastor space and non-interference to grow into ministry calling. As the Board of Ordered Ministry of the Evangelical Covenant Church document “Ethical Principles” states: “We are respectful toward our successors and sensitive to their pastoral ministry with our former ministry setting, either by correspondence or by direct conversation. We leave a ministry setting with courteous finality for the sake of both our successor and our former place of ministry. When we retire, we recognize that it is in the best interest of our successor and the church that we do not return to a former church.”
6. **Annual Succession Planning evaluation:** at the same time as annual performance review by Mutual Ministry Team, all Church staff will evaluate this succession plan with a member of the Mutual Ministry Team. Once a year, at time of budget planning for upcoming year, staff succession planning will also be discussed in relation to Church Budget, as well as in relation to well-being and care of Church staff.
7. **Life after serving with Community Church:** All Church staff members are encouraged to discover, develop, and deploy their spiritual gifts, life passions, avocations, while employed by Community Church. The Mutual Ministry Team will encourage Church staff to consider how they may continue to serve the Lord after they’ve completed their service with Community Church, and perhaps begin investing in training or service in that area prior to retirement. A special fund may need to be developed for honoring each Church Staff upon retirement with a “send-off” retirement gift, to be determined by the Leadership Team, to support the entry into this new season of creativity, life-passion, and ongoing life-service after serving with Community Church.