

Memorandum of Understanding : Designating a Pastoral Successor

The following MOU 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. The Pastor, Candidate, and Church Board should negotiate agreement on these points and have the agreement signed by all three parties entered into the Board Minutes of the church.

Succession Plan

1. Board initially affirms appointment of candidate as Executive Pastor, with intent to present candidate for congregational ratification at the end of succession period.
2. Succession period is established as beginning (date) and ending (date.) (Suggest one year.)
3. At the end of the succession period, the Board agrees to vote to present (or decline to present) candidate to congregation for membership ratification, according to bylaws.
4. Succession period cannot be altered except by mutual agreement of Board and Candidate. The current pastor must be excluded from any such deliberations.
5. Board or 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 #1 (above) and #A (below) to be announced to congregation at beginning of succession period.

Employment matters

- A. Board affirms the candidate's job responsibilities, expectations, and authority during succession period.
- B. Board establishes Candidate's compensation during succession period. (suggest 80%-90% of Pastor's salary.)
- C. Board establishes Pastor-elect compensation after election. (Agree on this up front, not at election.)
- D. Board guarantees severance pay to Candidate if succession plan is terminated or unsuccessful. (Suggest 6-12 months.)

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. After Election, Pastor-Elect and Board may consider whether to appoint retiring pastor as Pastor Emeritus, and whether to provide establish duties or provide compensation. It is recommended that this matter should not be a part of the initial MOU, and that any compensation and duties be subject to review and termination; they should not be perpetual.