



eFC  
EVANGELICAL FRIENDS CHURCH  
EASTERN REGION

# Guide for Renewing Lead Pastor Agreement

## Introduction

When the current pastoral agreement with your lead pastor will be concluding within the next 4 months, important decisions must be made by the church and the pastor regarding the potential continuation of the pastoral call. This document has been prepared by the Church Health Team to serve as a guide for your church in walking through the process of evaluating and potentially renewing the call of your lead pastor.

First things:

1. Commit to pray for wisdom and guidance as both the lead pastor and the local church seek the Lord's direction in this critical decision.
2. Know that your Church Health Director will walk you through every step of the process of assessment and reaching unity related to pastoral leadership.
3. Review paragraph 342 of the *Faith and Practice* for additional guidance related to renewal of the lead pastor call.

The following items are included in this packet:

- A checklist to help you work through the process. We encourage you to follow through the checklist one step at a time.
- Lead Pastor Assessment Surveys statements to be used in the renewal process (these will be administered electronically).
- Copy of a Pastoral Agreement that might be used by your congregation after the call has been renewed.

Please feel free to make copies of this packet. Digital copies are also available on our website at <https://www.efcer.org/church-health-resources.html>

You are involved in an important task for your church and Evangelical Friends Church - Eastern Region. May God give you wisdom and blessing as you fulfill your role in this renewal process.

## Checklist for Renewal of Lead Pastor Call

1. \_\_\_\_ Contact the Church Health Director.

Contact the Church Health Director at least 4 months prior to the conclusion of the current call with your lead pastor. The Church Health Director will assist the Elder Board and the congregation with the Pastoral Assessment and provide needed input on the renewal process. The Church Health Director will also assist in the final determination related to possible renewal of the pastoral call.

2. \_\_\_\_ Obtain Assessment Surveys from the Church Health Director.

The Lead Pastor Renewal Assessment surveys will be provided to you by the Church Health Director. The surveys will be administered electronically through an appropriate and anonymous electronic platform. There will be separate surveys provided to the Lead Pastor, Church Ministry Staff, Elders, and the Congregation.

3. \_\_\_\_ Determine who will be asked to complete the congregation surveys.

Each Elder Board may select the class of attendees to be given the congregation electronic survey to complete. For example: some churches may wish to allow all attendees to complete a survey. Some may wish to only survey members. Still others may wish to survey everyone but have member responses tabulated separate from non-member. The choice is up to the local church.

4. \_\_\_\_ Determine process for providing options for individuals without a computer or without internet access.

We recognize that not every individual will have the capability or opportunity to complete the online survey. It is recommended that each church provide a computer with internet access and personal assistance, if needed, to take the survey. The availability of the on-site computer access should be appropriately promoted within the congregation.

5. \_\_\_\_ Provide information necessary to everyone on how to complete the online survey and set a deadline for completion.

Completed surveys are received directly by the Church Health Director at the Evangelical Friends Headquarters where they will be tabulated and summarized for evaluation.

6. \_\_\_\_ Review Survey Results with Church Health Director

The Church Health Director will present the summarized findings to the Elder Board and the lead pastor.

7. \_\_\_ Determine next steps.

Depending on the results of the surveys and the follow-up presentation by the Church Health Director, one of the following actions outlined in the Faith and Practice Paragraph 342 v., vi., or vii. will take place:

- i. Complete a church assessment recommended by the Church Health Director if there is not consensus regarding the continuation of the pastoral call,
- ii. Continue the pastoral call for an additional four years,
- iii. Discontinue the pastoral call, or
- iv. Convene a Congregational Meeting to discern the continuation of the pastoral call.

8. \_\_\_ Steps if continued call is not offered or if it is declined.

If the church determines to not continue the call of the lead pastor, or if a continued call is offered and turned down, the church must begin a search for a new lead pastor. At that point, the church should contact the Church Health Director and begin the process of a search for a new lead pastor as outlined in the *Guide for Securing a Lead Pastor*.

## Lead Pastor Renewal Assessment Survey

The following statements will be presented electronically to individuals in each of the four groups listed below. Respondents will be asked to respond by answering on a scale of 1 to 5 ranging from "Strongly Disagree" to "Strongly Agree."

### Congregation

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- The lead pastor's preaching is effective.
- The lead pastor's leadership style fits the church.
- There is a good lead pastor/congregation relationship.

### Elders

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- The lead pastor's preaching is effective.
- The lead pastor's leadership style fits the church.
- There is a good lead pastor/congregation relationship.
- The relationship between the Elder Board and the lead pastor is good.
- There is unity between the Elder Board and the lead pastor related to the direction of the church.
- The church's vision is being carried out.

### Pastor

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- My preaching is effective.
- My leadership style fits the church.
- There is a good lead pastor/congregation relationship.
- My relationship with the Elder Board is strong.
- My relationship with Church Staff is good.
- There is unity between me and the Church Staff related to the direction of the church.
- I continue to sense a call to this church.
- My family's level of happiness at the church is good.

### Church Ministry Staff

- There is a sense of unity in the church.
- I am in agreement with the direction of the church.
- The lead pastor's preaching is effective.
- The lead pastor's leadership style fits the church.
- There is a good lead pastor/congregation relationship.
- The relationship between the Staff and the lead pastor is good.
- There is unity between the Staff and the lead pastor related to the direction of the church.
- The church's vision is being carried out.

## Sample Email to Send to Elders, Church Staff, and Congregation

Dear \_\_\_\_\_, *(Elders, Church Staff, or Congregation)*

Your lead pastor's current pastoral agreement will be concluding soon, so it is time for the process of renewing his or her service to your congregation.

The EFC-ER Church Health Team has prepared a series of statements for the elders, lead pastor, church pastoral staff (if applicable), and congregation to affirm the lead pastor's call. Your input is requested and appreciated as an important part of this process.

Please use the following link: \_\_\_\_\_ *(insert link)* to complete the survey by responding to the statements. The survey takes about 3 minutes to complete. If you are unable to complete it online, please contact your church for access.

Please submit your response to the survey by \_\_\_\_\_ *(insert deadline.)*

Thank you for your leadership in your church and your contribution to this process!

*(Closing),*

\_\_\_\_\_ *(Elder or contact person)*

## Lead Pastor Renewal Survey Results

Friends Church, Pastor Sample

Contact person: \_\_\_\_\_

Compiled by Ed Walsh, Director of Church Health x/xx/20xx

### Respondents:

Members: xx  
Attenders: xx  
Total: xx

The following weighted averages were derived from assigning values based on a continuum from 1 for “strongly disagree” to 5 for “strongly agree”. Hence, 5.0 is the highest value possible.

<u>Statements</u>	<u>church</u>	<u>elders</u>	<u>pastor</u>
There is a strong sense of unity.	4.1	4.6	4.0
I agree with the direction of the church.	4.0	4.8	5.0
The pastor’s preaching is effective.		4.2	4.4
The pastor’s leadership style fits the church		4.1	4.6
There is a good relationship with the congregation.		4.2	4.6
There is a good relationship with pastor and elders.			4.6
There is unity between pastor & elders re direction.			4.4
The church’s vision is being carried out.	4.4	n/a	
I continue to sense a call to this church		4.0	
My family’s level of happiness at the church is good.		4.0	

The Lead Pastor Renewal survey provides an overall picture of the amount of alignment between the congregation and elders with the pastor in response to his leadership. Friends Church’s unity and alignment with Pastor Sample is strong. The overall 4.4 scores reflect an 88% affirmation rate.

This process is not intended to be a “performance evaluation”. We encourage the elder board conduct a separate, more intensive “performance review” annually that addresses specific job duties. The Church Health Team has “performance review” samples available on our website.

Section 342 b vi of the Faith and Practice states “As a result of the review process, the Elder Board, lead pastor and Church Health Director may agree to continue or discontinue the pastor call.” Based on the survey results we recommend a 4-year renewal be extended to Pastor Sample to continue serving at Any Friends Church in accordance with section 342 a. of ER’s Faith and Practice. Please contact the Church Health Director if that is not the intent of the elders and/or lead pastor

This process eliminates the previous practice of a church vote. If a renewal is agreed to, the elders should report to the congregation (via worship service, business meeting and/or mail/email, etc....) that “Based on the survey results received from the congregation and Eastern Region’s input, the elders have extended an additional 4-year call to Pastor Sample. This action is in accordance with ER’s Faith and Practice.” Please contact me if you have further questions.

Thank you, Pastor Sample and elders, for participating in this process and serving God’s kingdom through your leadership at Friends Church. We pray God’s continued blessings on your church.

Ed Walsh  
Director of Church Health