

# 1. Transition Planning



*INTRO: A transition plan provides support to all involved; while ensuring appropriate leadership and communication are in place throughout the process.*

Step one is creating a transition plan. This is done for three reasons:

1. **Timeline:** Hiring rarely goes as planned. While staff and volunteers can accommodate workload gaps temporarily, energy will wane as time goes on.
2. **Ministry:** Leadership is required to support and encourage volunteers working towards the Kingdom. Ministry should not stop or decline because personnel are missing. Transition provides the opportunity for new people to step forward and take on responsibilities.
3. **Communication:** Frequent communication is required to keep stakeholders informed. A transition plan creates milestones, so you know when updates need go out. This affords the opportunity for engaging people and preparing for the new personnel.

PAGE 10

PAGE 12

In creating a transition plan there are at least 3 elements to include:

1. **Transition Goals:** Each ministry or staff role comes with inherent goals. These goals will need to be adjusted while the position is vacant. Transition goals may include, but are not limited to, retaining volunteers, completing tasks, implementing key changes before hiring, and communicating to stakeholders.
2. **Interim Team:** Volunteers, temporary hires, and redistribution of responsibilities among current staff are just some of the ways you can put together an interim team. It is important to be clear about delegating key responsibilities, and to provide a timeline, so the interim team will know how long their new duties will last.
- **Communication Plan:** A communication plan ought to include stakeholder groups. The information given may differ between stakeholders; the plan needs to keep each group in mind while adhering to the timeline. Stakeholders may include, but are not limited to, board, staff, volunteers, and congregation.

PAGE 12