**TRANSITIONING?**

**(From EOD Church Transition Manual)**

**QUESTIONS TO ASK BEFORE RESIGNING**

**Resigning from a ministry position is a very stressful time. There is a loneliness that accompanies this private time of contemplation. In order to determine the costs and benefits of resigning, or of remaining in the position, a pastor should prayerfully work through the following questions:**

**Personal / Internal Considerations**

* In my heart and soul, have I left the position already?
* Has my desire to leave been building, or is it a result of some recent event or recent conflict with an individual?
* Would it be better to wait until a “cooling off” period has transpired
* What is my normal inclination in tough situations? (Fight or Fold)

**Spiritual / Leadership Considerations**

* How long have I been talking with God about this matter? What is He saying to me?
* If I decide to remain, am I free to pursue the essentials of my call to ministry?
* Do my gifts and/or philosophy match the identity of the church, or are there underlying tensions due to my style of leadership?
* Is my vision for ministry in this present situation being fulfilled, or can I see a greater day of ministry ahead if I persevere?
* Who is influencing my contemplation to resign? What authority do they have in the church?
* Do I feel emotionally, spiritually, or physically drained? Is a sabbatical an option?
* Does this desire to resign fit into a pattern of when and how I have resigned churches previously? If so, am I at peace with that pattern?

**Rational / Accountability Considerations**

* Who else would be affected by my decision to resign?
* How is my family responding to the situation in the church and the possibility of change, either in the church, or moving to another leadership position?
* What involvement should my family have in my decision?
* What financial costs would be incurred in my decision to resign?
* Who can I talk to that would give me an objective perspective?
* Have I taken advantage of the opportunity to talk this matter over with my Superintendent?

**NOTE: Before a pastor finally decides to resign, the pastor is advised to speak with the Superintendent in confidence and seek advice and direction for future ministry.**

**NOW THAT YOU ARE CONSIDERING YOUR RESIGNATION**

**Now that you are considering your resignation from the pastorate, there are matters you need to attend to:**

**Timeframe**

* At least one month’s notice of your resignation must be given to the Superintendent, or a District Officer, as well as written notice to the Secretary of the Church Board.

**Obligations to the Church**

* You may offer your services to work with the Church Board and/or the Pastoral Search Committee, making them aware of the resources that are available through the Superintendent, the District Officers, the Transition Manual and the Pastoral Search Process.

**Transitioning to another place of ministry within the District**

* It is recommended that you notify the Superintendent or a District Officer, of your intentions.
* It is recommended that you immediately notify the District Secretary of your new position, change of address, phone number, e-mail address and any other information that may be important to the District.
* If you will not be serving in a position of pastor of a church it is essential that you consult with the District Secretary to determine if you are eligible to solemnize marriage under the current interpretation of the Marriage Act of Ontario.

**Transitioning Pastor – resigning without a place of ministry**

* It is recommended that you notify the Superintendent and/or a District Officer of your change of address, phone numbers and e-mail address.
* You should notify the Superintendent or a District Officer, of your intentions: i.e. retiring, seeking future ministry, transferring to another District or leaving the PAOC.
* If you are seeking future ministry, provide the Superintendent and/or a District Officer with a current resume.
* If you are currently registered with the Registrar General of Ontario, granting you authority to solemnize marriage, consult with the District Secretary to determine if you are eligible to solemnize marriage under the current interpretation of the Marriage Act of Ontario.

**Transitioning out of a place of ministry due to being asked to leave the position**

* You should request that the church issue you a form called Record of Employment. Be sure that the form contains the wording “End of Contract.” You may qualify for Employment Insurance Benefits under the Employment Insurance Act. You have a maximum of four weeks to apply from your final day at work to submit your Employment Insurance application.
* Contact any Government of Canada Employment Insurance office to obtain and study a copy of the Employment Insurance booklet issued by Human Resources Development Canada.

**Credential Status**

* If you plan or expect to be out of active ministry for a period of time, you should consult with the Superintendent or a District Officer, to determine the status of your credentials with the PAOC.

**NOW THAT YOU HAVE RESIGNED**

**Transferring OUT to another place of ministry in another District within the PAOC**

* Notify the District Secretary to transfer your credentials to the other District.
* The District Office will automatically transfer your group insurance information (if applicable).
* Make arrangements with your new place of employment regarding your PAOC Pension Fund.
* Make arrangements with your new district office to reapply for your marriage license in your new province of ministry.

**Transferring IN from another District within the PAOC**

* Notify your current District to transfer your credentials to the Eastern Ontario District.
* The Secretary Treasurer in your new district will notify the Deputy Provincial Secretary for a Certificate of Registration to authorize you to solemnize marriage.

**Transferring IN from another Church organization**

The PAOC General Constitution & Bylaws 10: 4.2.5 states:

“Ministers transferring from other church denominations shall complete the required courses of study and The Pentecostal of Canada Application for Initial Ministerial Credentials form for our records, including the records of the credential exam, academic transcripts and a letter of reference from their current church organization. Before receiving credentials they shall allow a copy of their former credentials and if applicable, their ordination certificate, to be made available for the files of The Pentecostal Assemblies of Canada. Credential holders accepted for transfer from other church organizations shall have a provincial credential status for one year before credential transfer is confirmed.”