

*Clifford Baptist Church*  
*Policies and Procedures Manual*

<b>Plan of Action in the Event of a Sudden Absence or Incapacitation of the Senior Pastor</b>
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Scenario #1: Senior Pastor is incapacitated for an extended period

The Associate and Youth pastors will immediately convene a meeting with the active Deacon Board to discuss the continuation of worship services. They will decide on a preaching schedule for these pastors, so that the pulpit will be filled each week. This group will also discuss Wednesday evening services, ministry needs, and an ongoing visitation policy to carry on the care of our congregation while the Senior Pastor is absent from his office. The Senior Associate Pastor will make day-to-day ministry decisions. If the Senior Pastor has not returned after one month, the pastors, deacons, and Board of Directors will then meet once a month thereafter to discuss ministry issues and needs, reserving the right to meet more often as needed.

Scenario #2: Senior Pastor passes away, suddenly leaves, or is incapacitated which prevents his return to the role of Senior Pastor

The Senior Associate Pastor will immediately make day-to-day ministry decisions. The staff Pastors, Staff, Deacons, and Board of Directors will convene two meetings in the first month of the Senior Pastor's absence to discuss various aspects of our ministry, so that all areas of worship, teaching, and ministry will be supported. After the first month, this group will meet twice a month thereafter to discuss ministry issues and needs, reserving the right to meet more often as needed. This leadership group will also begin discussion of filling the Senior Pastor's position, considering various options, including an intentional interim pastor. When this group has reached a basic direction for filling the Senior Pastor's role, they will bring this recommendation to the church in a called Business Meeting. Upon Church approval, the staff Pastors, Deacons, Board of Directors, and Nominating Committee will meet to formulate a Pulpit Committee to pursue the steps necessary to fill the Senior Pastor's office.