

Following 2 face to face meetings with our elders to discuss my departure, and their ideas, I sent the following BCLC Transition plan in email to our elders on June 7th 2019

The email was accompanied by

- 1. My service delivery plan**
- 2. A list of our monthly overheads**
- 3. Buildings and Facilities service delivery plan**
- 4. Job description for Centre Team Support**
- 5. The portion in italics was read to the church on June 30th during my announcement**

Hi Guys

I hope you are keeping well.

Following on from our meeting and the subjects we discussed, I have finalised my thoughts on transition.

"I think the key consideration in implementing the things we discussed is to develop a level of continuity for the people that we serve, and in particular retaining the people that have come to BCLC as a result of the way that I have evangelised.

My desire is to safeguard the relational DNA that I have developed, and for us not to default to a religious expression of church which will see people fall away.

Over and above any trustee related responsibilities that you both have, the office of elder that you occupy, means that this fibre or fabric should be who you are anyway. This means that being the interim leaders should not be a stretch or a threat, as we constantly say 'It's not what we do, it's who we are'.

With this in mind, my idea is to divest the key functionalities of my role as senior pastor and centre director so that they are overseen as follows:

Joel Steed - *The oversight of the church.*

Andrew Berry - *The oversight of the charity/building and facilities.*

A mirror image of what they are now, just bringing the day to day reality.

It is my intention to see you both become fully knowledgeable and operative in these roles, until the recruitment of another.

This will give you opportunity to retain my support and experience through transition, the church to see continuity, as well as the opportunity for you to develop your own relationships as elders/slt and interim leaders, with the church, staff, and local community .

Ultimately, my desire here, is that people see my support for you and for BCLC, in the hope that in particular our church brethren will grow to reverence your leadership whilst you retain the support of those younger in faith individuals, who will want to stay because they see you stepping up to the plate."

The Centre

The centre will be staffed Monday-Thursday by the following:

Nigel Ipinson-Fleming - Outgoing Centre Director. Senior Pastor - liaison between all depts, staff and leaders

Jodi Kinsey Community Liaison Officer (responsible for all project related activities as highlighted in the SDP- *Job description being finalised*)

Mark Partridge - Centre team Support (please see job description attached) Monday-Thursday 9-5

Sarah Panes - Children's Play worker

Ron Stevens - (Caretaker) 7:30am-9am 5pm-7:30pm Monday to Thursday

Gail Thomas - Finance

Jaci Brown - Catering (Jaci will be finishing at the end of the years and the interim MP will be researching catering suppliers for conferences etc)

Sunday Session

The Sunday Session contains four key components

1. Worship
2. Welcome and Announcements
3. Offering
4. Teaching

1. **Worship** - The worship team is currently in development and I will do my utmost to provide the best musical, vocal and leadership expertise to Nicola with the intention of her shaping the worship department in her image.

As production management was an idea that I propagated, this may well not be necessary for new leadership and so I don't think it is necessary for Belinda to continue in the production managers role.

I think it is more sensible for the rota template to be managed by Nicola as we have already agreed and that the speakers information be supplied to Nicola for that rota as we agreed in our meeting.

2. **Welcome** - Over the initial phase of transition I think it is important for you both to be visible, so I think that welcome in the initial phase that welcome announcements be shared between us.

3. **Offering** - Having spoke to Nicola briefly about offering, I think that a choice of youtube video or Spotify song can facilitate this and the offering can be taken by the service leader as mentioned above.

4. **Teaching** - The names that we listed out for teaching are:
Nigel, Joel, Andrew, Daniel, Rachel Steed, and Stephen Greening.

To start off with, I am recommending a rota where visibility alongside myself, for both of you is paramount at the beginning - **Joel**, you need to get to grips with speaking two Sundays in a row, and as we proceed towards the tail end of the year, the speaking circle would gradually widen.

* For rota purposes - I will liaise with Joel on my speaking dates so that rota can be constructed from July onwards.

Hot Spot Issues -

1. **Pastoral Care** - The key actions steps to pastoral care from our previous meetings have been highlighted in the service delivery plan. Joel, let me know when you would like to meet to run through these so that we can solidify and roll out the infrastructure you see during the transition period.

2. **The Crib** - To keep the flow running smoothly in The Crib in line with BCLC's guidelines for health and hygiene, Heulwen will need to continue to manage the Monday stocking and staffing via volunteers to prevent the coffee shop being closed down.

The purchasing of the supplies for the Monday and the Sunday sessions will continue to be her responsibility and regarding Buzz.

We are currently repurposing volunteers and gaining solid commitment via a rota, with a view to the crib being staffed in line with Jodi's requirements for Buzz.

3. **The Budget** - Please see attached the breakdown of BCLC's monthly overheads. As mentioned to you in our meeting, in order to save costs, I have decided to invoice BCLC via UK Churches for the next amount of my salary for the remainder of my tenure.

I have also decided to provide BCLC's website services for free.

The cost savings accumulated by virtue of these decisions as well as the departure of Heulwen Webb creates a certain level of leeway within the budget so that the centres core hours are covered by Mark Partridge as Centre team Support, as well as the hours designated to Jodi to facilitate the community liaison role.

4. **Building Repurposing** - One of the key ideas behind repurposing the building is galvanising community support, generating goodwill, developing a team go get 'em mentality, all of which contribute to achieving something in partnership with financial cost.

Whilst we may look at the financial cost, and see this as prohibitive, the on going subliminal human cost isn't really getting counted.

I appreciate that there may not be the strength of will at this present moment to undertake such a task, so in the immediate I think it is wise to galvanise our stakeholders and maybe even some of our men into a structured rota for the ongoing set up and pack down of church and the set up for Buzz thereafter, for as long as you deem this practice to be viable

5. **Choir**- It is my intention to carry on with choir for the foreseeable future, with a view to continuity and vocal development.

My Announcement:

Bearing in mind recent leaving announcements and the time we have had to take over these discussions, I am targeting Sunday 30th June as the date for my announcement to the church.

It is also my intention to follow this up with a personal letter to all of our partners to ensure that nothing gets lost in translation and that the emphasis is on the work that we have to do as opposed to the panic of 'whats gonna happen next?'.

I look forward to receiving your feedback on the content of this email as well as the supporting documentation, and please let me know if I have overlooked anything.

Nigel