

## Checklist for IGRC Churches Considering a Simplified, Accountable Structure

As your church begins to consider moving to a Simplified, Accountable Structure (SAS) of church leadership, make sure to allow for no less than 6 months (usually 9-12 months) for discernment and communication within the local church. Rushing the discernment process will likely lead to unnecessary conflict and missteps in implementation. The timeline suggested works best with the rhythm of church meetings and anticipated timing of workshops.

A church must receive permission from their District Superintendent **BEFORE** implementing a simplified structure.

Following are the steps and suggested timeline an IGRC church must take to seek permission from their DS:

- Exploration Phase:** this can happen in as little as a month (best if it happens before December 31)
  - Pastor informs the DS that the church is beginning to explore SAS
  - Pastor and at least two key leaders watch and discuss [SAS Overview video](#)
  - The Church Council votes to explore the Simplified, Accountable Structure (**Fall Year 1**)
    - Prepare and submit preliminary implementation plan/timeline to DS and Coordinator of Congregational Development (template in Mission Possible 3<sup>rd</sup> Edition, p. 275; available for [purchase at discounted rate](#) from the Office of Congregational Development)
    - The Church Council requests in writing DS permission to move to the Discernment Phase. Keeping the DS informed at every step makes approval more likely and will allow conference resources to be available sooner.
  - Establish an SAS Prayer Team and a SAS Discernment Team to lead in learning, listening, organizing, and communicating the SAS discernment process
- Discernment Phase** (**By late winter/early spring**)
  - Whole Church Council participates in the [Discernment Workshop](#)
    - Utilize the Discernment Workshop handout found on the web page linked above
  - Church Council participates in a question-and-answer session led by IGRC Coordinator of Congregational Development (contact [mcrawford@igrc.org](mailto:mcrawford@igrc.org) to schedule)
  - SAS Discernment Team implements communication and information plan and provides feedback to the council
  - Church-wide communication and conversation
  - Church Council prepares and implementation plan/timeline and submits it to the District Contact Coordinator of Congregational Development to request a certified coach be assigned
    - Pastor and two key leaders participate in check-in call with certified coach to review the implementation plan
  - Church Council votes to request Church Conference and approve resolution which will be considered (sample resolution on pp. 256-257 of Mission Possible (3<sup>rd</sup> Edition).
    - The church's financial investment will include purchasing FROM IGRC a minimum of 10 copies of [Mission Possible \(3<sup>rd</sup> Edition\) books for new leadership board](#) (Purchase through IGRC helps the conference have and maintain certified coaches)
  - DS approves via letter (including schedule for Church Conference)
  - Church** Conference to approve SAS implementation
- Equipping Phase:** Depending on time of year, this should be 6-9 months
  - Coach works with Nominations Committee and continues to work with church leaders on communication strategies
  - Nominations Committee discerns Leadership Board
  - Election of Leadership Board at Charge Conference (**Fall Year 2**)
  - Additional equipping by coach or in group to develop Guiding Principles
  - Coaching
- Implementation Phase:** For the first calendar year, the Pastor and Leadership Board chair will engage in a coaching relationship with the assigned IGRC certified coach