

Pre Take-In Meeting Dinner Guidelines
District Superintendent (DS) and Pastor

This document offers guidelines for conversation/agenda of the pre-meeting dinner. Every dinner meeting will be different according to the particular circumstances of the appointment and pastor.

1. When making dinner arrangements with the incoming pastor, the District Superintendent should ask the pastor if there are any food allergies (pastor or family members) to consider when selecting a restaurant.
2. Know in advance which restaurants are in the area. Offer several suggestions and ask the pastor to select the restaurant. If the pastor defers the choice to the D.S., make a selection and provide the address of the restaurant. Communicate the time of the dinner and what the purpose of the meal will be (i.e. to share information about the church, to get to know the pastor and family, etc.)
3. During the meal, the District Superintendent sets the tone of blessing and affirmation for the pastor and the new appointment. The meal is an opportunity for mutual sharing of personal history and ministry expectations. The D.S. may share with the pastor his/her own personal story of growth in intercultural competency.
4. The District Superintendent should review how the meeting will flow with the SPRC so the new pastor will be comfortable with the agenda. Be ready to address any concerns the pastor raises about how the meeting will go and be ready to make appropriate adjustments as needed. Assure the pastor that the D.S. is the pastor's advocate during the meeting and throughout the appointment.
5. If family members will be present during the SPRC meeting, the District Superintendent should ask what the comfort level of participation is in the upcoming meeting. If family members choose to have minimal participation (i.e. not asking or answering questions), the D.S. will assure them that he or she will protect that request.
6. The District Superintendent should review the salary and benefits package with the pastor during the meal time. The D.S. should assure the pastor that all details will be reviewed and agreed upon during the SPRC meeting and will be included in the Statement of Understanding.
7. Assure the pastor that the D.S. will be the advocate for the pastor in the new cross racial/cross cultural appointment.