

BUILD FOR THE FUTURE / NUMBERS 27:15-23

Succession Planning Framework

Prepare people and share essential ministry knowledge before a leadership change makes preparation urgent.

Before you begin

Choose one ministry responsibility that currently depends too much on one person.

PERSON (OPTIONAL)

DATE

01 What must continue?

Name the ministry's purpose, essential relationships, recurring responsibilities, and decisions.

02 What is held by one person?

Which knowledge or authority is undocumented? What can be shared safely and appropriately?

03 Who can grow?

Who might learn part of this work? What training, access, authority, and pastoral support would they need?

04 A first transfer

What specific responsibility can be practiced together now? Who will own it and when will you review?

Return to it

Document the first handoff, rehearse it with the person, and schedule a review; do not promise a role you cannot offer.

Write only a brief shared formation focus or next step. Leave counseling details, private disclosures, and personnel evaluations off this sheet.