

# Transition Process Overview

Date: [Insert Date]

To: [Church Leaders' Names]

From: [Your Name]

Subject: Overview of the Transition Process

Dear Church Leaders,

I hope this message finds you well. As we prepare for the upcoming transition in our church community, I would like to provide you with an overview of the process we will be undertaking.

## 1. Initial Assessment

We will begin with an assessment of our current situation, identifying key areas for growth and improvement.

## 2. Vision Crafting

Next, we will engage in a collaborative visioning session to outline our goals for the future.

## 3. Communication Plan

A comprehensive communication plan will be developed to keep the congregation informed throughout the transition.

## 4. Implementation Phase

We will outline actionable steps and timelines for the implementation of new initiatives.

## 5. Evaluation and Feedback

Finally, we will establish a regular evaluation process to assess the effectiveness of our transition.

I look forward to your input and collaboration as we embark on this important journey together.

In Christ,

[Your Name]

[Your Position/Title]

[Church Name]