



ON SAYING GOODBYE

A CHECKLIST FOR CONGREGATIONS

The following items include actions that should be completed or items that should be prepared for the incoming pastor to facilitate a smooth transition. Work in cooperation with your current pastor to spread out the administrative work and to ensure everything is current and in order for the incoming pastor.

Membership and Other Records

- Be sure the membership roll is current and up-to-date
- Provide a list of all changes to the roll since the last charge conference
- Provide pertinent files: Charge Conference, Annual Report forms, etc.

Pastoral Care

- Provide a list of those needing pastoral care due to serious illness, recent deaths, etc.
- Provide a list of the area hospitals and nursing homes with their phone numbers and information about how to obtain clergy identification, if needed
- Provide a list of local counseling services for referral
- Provide a list of members in college or in the military; include addresses and notes
- Provide a list of members in seminary and current candidates for licensed and ordained ministry

Personnel/Church Leadership/Volunteers

- Provide the names and positions of persons employed by the church
- Provide a list of who is responsible for the bulletin, newsletter, etc.
- Provide a list of the Administrative Board/Council members
- Provide a list of Sunday school teachers, youth leaders/workers, etc.
- Provide a list of individuals available for pulpit supply

Policies

- Leave a copy of all church policies - for child safety, Safe Sanctuary, building use, weddings, funerals, personnel, etc.
- Leave information in reference to any ongoing arrangements with individuals or groups (Boy Scouts, Girl Scouts, etc.)

Church Schedule

- Provide a meeting schedule (Board/Council, Committees, UMM, UMW, UMYF, etc.)
- Provide dates for events scheduled by the church, including annual events such as Christmas, Bazaar, Soup Kitchen, Mother-Daughter dinners, etc.
- Provide information pertaining to pending legal matters - wills, possible liability situations
- Provide a list of continuing ecumenical experiences, such as a community Thanksgiving service with local churches rotating the host church

The Church Building

- Leave a set of keys, well-identified
- Provide name(s) and phone numbers of those who open/close the building(s)
- Put together a file of any warranties, maintenance contracts, and manuals on all office equipment, heating/cooling systems, etc.
- Be sure the pastor's office is cleaned thoroughly and in good repair. If the office will be painted or new furniture will be purchased, include the new pastor in these decisions
- Leave a list of any maintenance items requiring attention or a schedule of things on the docket

Parsonage Administration

- Leave a set of keys, well-identified
- Put together a file of all appliance manuals and warranties (refrigerator, dishwasher, washer, dryer, heating/air conditioning unit, etc.)
- Identify switches or fuse box circuits
- Schedule a parsonage visit about a month before the move. Make a list of repairs and improvements that need to occur immediately as well as those that need less urgent attention. If any painting, wall-papering, or carpeting is planned, consult the incoming pastor regarding choices. Remember the parsonage will be the pastor's home. Including him or her in decisions will help in making a positive transition.
- Have all utilities, including phone, gas, electric, water, and cable, put in the church's name so the incoming pastor does not have to provide security deposits and transfer utilities - which would be an additional expense to the church.
- Be sure the church office has the departing pastor's new address and phone number in the event any mail needs to be forwarded.