



ON SAYING GOODBYE

A CHECKLIST FOR PASTORS

This list suggests things to consider as you move. You may have your own checklist that is more useful than this. Nevertheless, please go through this list to be sure all the important items are included on your list.

A. INITIAL PREPARATIONS

- Contact your District Superintendent related to date and details of “Meet Your Pastor” event. Prepare to have your parsonage open for that event.
- Discuss various aspects of moving with P/SPRC Chair.
- Consult with your upcoming P/SPRC Chair, at the time of your “Meet Your Pastor” event, related to making arrangements with a mover.
- Arrange meeting with Parsonage Committee for parsonage review and inventory.
- Check with treasurer to see that at least 5/12 of all apportionments are paid prior to your move. This is ESSENTIAL — contact District Superintendent if there is any shortfall.
- Check with treasurer on paying your full salary through the end of your assignment (typically May 30th.)
- Give definite information to successor as to when you will be out of the parsonage and when he/she should arrange to arrive.
- Send copies of orders of worship, newsletter, pictorial directory, brochures, etc of your church to your successor as soon as possible after “Meet Your Pastor” event.
- Put in writing for your successor all calendar/meetings/weddings/expectations.
- Get change of address cards from Post Office and notify proper persons.
- Leave your new address and phone numbers with P/SPRC Chair and new pastor.
- Request someone to greet new pastor/family on moving day with food, flowers, etc. as expressions of welcome.
- See that parsonage lawn is cut and yard is attractive.

Utilities (NOTHING IS TO BE TURNED OFF — DO WHATEVER IS NECESSARY TO ENSURE ALL UTILITIES ARE ON FOR NEW PASTOR)

- Phone (retain current number for new pastor)
- Inform new pastor if he/she is to make contact with telephone company, too
- Electricity
- Water
- Gas
- Trash pick-up
- Cable/TV

B. SOME FINAL PREPARATIONS

- Arrange for cleaning of parsonage (see “Checklist for Leaving Parsonage”).)
- Leave set of labeled keys for parsonage and church.
- Leave information about mail delivery system.
- Update Parsonage Inventory with current information.
- Leave information on service companies to call.
- Identify fuse box locations and provide information on special items like garage door openers, lawn mowers, washers, dryers, etc.
- List of doctors, dentists, etc., that might be immediately helpful.

C. CHURCH ADMINISTRATION

- List of homebound persons with addresses/phone numbers.
- List of those currently in the hospital and those needing close pastoral care. Explain.
- List of those who have died in past year: date/name/address/phone numbers of remaining families.
- List of members of P/SPRC Committee with phone numbers.
- List of names/phone numbers for church leaders, Chair of Trustees and Administrative Board/Council, etc.
- Current membership list.
- Up-to-date listing of prospective members (Provide information on follow-up procedures for first-time visitors.)

- List of college students and where.
- List of current candidates for licensed and ordained ministry.
- List of seminary students.
- Up-to-date records on baptisms, membership, marriages, etc.
- Church calendar with all projected dates.
- Information on welcome plans, receptions, etc. Who are contact persons?
- Provide information on traditions that are unique to your congregation.
- When and how is Holy Communion celebrated?
- Information on ecumenical services in which your church shares or participates.
- Information on Charge Conference records, filing system, sources for information, Order of Worship file.
- A history of the church.
- Copies of newsletters for past year.
- Who prepares bulletins and newsletter; information on deadlines.
- Fellowship events celebrated weekly/monthly/yearly.
- Important reports that will be helpful for charge conference and long-range planning.
- Copy of financial reports for past 12 months.
- Copy of current budget.

D. CHURCH BUILDING/GROUNDS

- Information on who opens/closes building on Sunday and other days.
- List of instructions regarding lights, fuse box, alarm systems, cooling/heating systems and contact persons/companies if problems.
- Information on who maintains the grounds; responsibility for lawn care, etc.
- Who cleans the building and their schedule?
- Pastor's study/office cleaned and proper office furniture in place for successor.

E. PARSONAGE FAMILY

Note: Many of the items concerning the parsonage are addressed under the "Initial" and "Final" preparations section and under Parsonage Information.

List of nearby neighbors

List of children/youth in church/neighborhood; (correspondence with children in parsonage family where applicable).

List of dependable baby sitters, addresses, ages and phone numbers (if childcare is probable).

Helpful information on lawn care, etc.

Any traditions in the church involving the parsonage such as annual open house, etc.

Note: Feel free to copy this check list. You can assign MANY of these tasks to OTHER persons.

It is helpful to have the information suggested in this check list provided in an orderly fashion in a notebook on the pastor's desk at the time of his/her arrival.

It requires work to prepare adequately for our successor. AS PROFESSIONALS, we want to prepare well for he/she who follows us. There is therapeutic value in organizing materials for your successor — it helps you to feel good about completing your work and good about giving the new pastor vitally important information.