

PASTOR'S MOVING CHECKLIST

As you prepare to move to a new charge, please be sure the following checklist is reviewed and the information prepared for the pastor who will follow you.

Church Administration

(Leave for incoming pastor)

- Copy of policies (building use, weddings, funerals, etc.)
- Names, addresses and positions of persons employed by the church.
- Dates and events which are already scheduled by the church in the future.
- When meetings are scheduled (Administrative Board, committees, UMW, UMM, etc.)
- Information pertaining to any pending legal matters (wills, liability, situations, etc.)
- Information about understandings or arrangements the church has with groups or individuals.
- List of Administrative Council members, committees with addresses and phone numbers.
- List of Sunday school teachers, youth counselors, etc. with addresses and phone numbers.
- List of homebound persons and those needing close pastoral care (serious illness, recent deaths, etc.) with names and phone numbers.
- Pertinent files (Charge Conference records, annual reports, etc.)
- Current membership rolls with names and addresses.
- Constituency list with comments, addresses, and phone numbers.
- List of college students and those in military service with addresses and comments.
- Records of baptism and marriages (or where kept).
- List of pastors' names and church names with phone numbers of those with whom there are ecumenical relationships.
- List of Ecumenical experiences that will be continuing.
- List of where to secure church supplies, bulletins, etc., if you do it.
- List of who does secretarial work (bulletin, newsletter, etc.) if there is no paid secretary. (Include addresses and phone numbers.)
- Map of parish area with clearly marked roads, addresses and directions to major hospitals, etc.
- List of unique or special customs of the congregation(s) or community for special days, deaths, holidays, etc.

The Church Building

(For incoming pastor)

- Leave a set of keys, well identified.
- Note whom opens/closes building on Sundays.
- Names of persons who service or maintain church equipment.
- Maintenance needs which will demand attention in the near future.

(To be done before incoming pastor arrives.)

- Have study and/or church office thoroughly cleaned.

The Parsonage

(For incoming pastor)

- Leave a set of labeled keys.
- Leave a file with appliance folders (refrigerator, stove, dishwasher, etc.)
- Helpful list of "who to call when..." companies or persons.
- Be sure fuse circuits or breaker circuits are labeled.
- Leave a list of doctors, dentists, lawyers, mechanics, etc. who are reliable and available.

(To be done before you leave.)

- Notify the post office of your new personal address.
- Make sure parsonage will be cleaned after your things are removed.

(The Trustees will work with you on this.)

Financial Matters

(To be done by you)

Does the church owe you any back compensation: salary, expenses, and reimbursements? If so, explain:

Do you owe the church for anything, including long distance phone calls? If so, explain and indicate how such is to be paid: _____

Contacts

(To be done by you)

- Arrange with phone company to put the phone in the new pastor's name using the same number.
- Contact any other utility that needs the name changed.

New Mailing Address and Phone Number

(Yours)

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home _____ Church or Office _____

When these are done, please sign below, give a copy to the SPRC Chair and leave a copy for the new pastor.

Pastor

Date

Chairperson, PPRC

Date