

Things to Be Done Before Pastor's Moving Day to Assist Transition

Following is a reminder list of tasks to be completed before a pastor leaves the present charge. Please leave this completed list as a record in a place where the incoming pastor will be sure to find it along with relevant documents. Not all items may be relevant in your context.

Attention to these things will help ensure a smooth transition. Thank you!

	CHURCH ADMINISTRATION	Done	Delegated to whom? Where is it located? or Who has it?
1.	List of Shut-ins		
2.	List of those needing close pastoral care (recently bereaved, seriously ill, etc.)		
3.	Membership rolls brought up-to-date (have contact information available)		
4.	Constituency/New members prospect list		
5.	List of students and persons in the service		
6.	Marriages, baptisms, etc. recorded		
7.	Schedule of weddings, anniversary celebrations, baptisms, etc. already planned (with names & contact information)		
8.	Funeral homes with contact information		
9.	List of current officers and committees; others with regular responsibility, such as ushers, etc.		
10.	Church Budgets- include dates Pastor is paid and other important information about payments		
11.	Traditions- seasonal observances, church anniversary, etc. Comments and description		
12.	List of usual communion dates		
13.	Emergency funds for needy- where are the funds kept, what is the policy		
14.	List of hospitals (locations and contact info)		
15.	Local pastors and associations (including ecumenical groups)		
16.	Location of church official documents		
17.	COMPUTERS: If you have your own computer, be sure to leave a printed copy of all information pertaining to the church as well as a flash drive. Remember to leave passwords and file names for all church owned computers.		
18.	Summary of recent history		
19.	List of all employees and job descriptions		

	THE CHURCH BUILDING:	Done	Delegated to whom? Where is it located? or Who has it?
1.	Leave set of keys, identified with labels		
2.	List of building use policies (include open hours, use of building by others, etc.)		
3.	List of future maintenance needs discussed with Trustees and/or observed by Pastor		
4.	With Trustees Chair, arrange for cleaning of Pastor's study		
5.	Who is responsible for locking and unlocking the building?		

	PARSONAGE	Done	Delegated to whom? Where is it located? or Who has it?
1.	Leave set of keys, identified with labels		
2.	File of information about appliances		
3.	List of repair persons and service companies		
4.	Notebook/File of repairs and maintenance; any information regarding flowers/shrubs, etc.		
5.	Fuse box with identified circuits		
6.	With Trustees Chair, arrange for cleaning of parsonage when empty		
7.	With SPRC, arrange for someone to welcome new family when they arrive		
8.	List of doctors, dentists, lawyers, vets and other services		
9.	List of local recreational facilities, community organizations, etc.		
10.	List banking facilities, cable companies, utility companies, phone companies		
11.	Trash pickup and recycling information		
12.	Names of church/parsonage neighbors		
13.	After parsonage is empty, complete final parsonage inspection form with SPRC Chair, Board of Trustee Chair and Pastor who is moving out. Send form to District Office.		