

ITEMS TO LEAVE FOR ARRIVING PASTOR

The following may be helpful to the arriving pastor. You may want to complete this checklist and leave it for him/her in order to assist with a good start between the pastor and congregation.

A. <u>Church Administration</u>		Done?	Where is it?
1	Photo directory		
2	Up-to-date membership roll and constituency list with comments		
3	List of leadership, teachers, and others with responsibilities		
4	List of staff/employees with job descriptions or summary of duties		
5	List of shut-ins, those needing pastoral care (seriously ill and families with recent deaths), those being counseled with comments		
6	List of students and military personnel with addresses and comments		
7	List of regular meetings and key events for the next six months (including weddings and rehearsals)		
8	List of where to secure bulletins, office supplies, printing, etc.		
9	Recent financial reports and statistics		
10	File of last year's bulletins and newsletters		
11	If using own computer for church work, copy (disk/flash drive) of files		
B. <u>Church Building</u>			
1	Set of labeled keys		
2	Future maintenance needs as discussed by committee and/or discovered by pastor		
3	Building policies - open hours, use other persons, who locks up, etc.		
C. <u>Parsonage</u>			
1	Set of labeled keys and garage door openers		
2	File of appliance/equipment manuals (furnace, refrigerator, air conditioner, etc.) and service contracts/contacts		
3	List of utility providers and "who to call when" persons and service companies		
4	Names of doctors, dentists, lawyers, pharmacists, etc. with indication whether member of congregation		