FOR THE DEPARTING PASTOR: CHECKLIST OF MATERIALS AND INFORMATION

The departing pastor should review this checklist and make certain that the information is available in print form and/or on the church computer. If there is a church office, the information may be left in the pastor's desk or in a specified location on the church computer. In small churches, the information should be entrusted to a designated lay leader.

Current Lists (each with name, address, phone, email address)
- members (active and inactive)
- "friends of the church" who participate actively
- church officers, members of the governing board, and members of all committees
- staff
- church school teachers, youth leaders
- prospective members
- pastoral care list: nursing home residents, home-bound, recent serious illness or bereavement

Important Information
- names and contact information for those who provide services to the church (plumber, electrician, attorney, insurance representative, fuel delivery, snow removal, yard care, computer and copier repair, phone, internet access.)
- instructions for equipment
- names, addresses, phone numbers for area hospitals, nursing homes, and funeral homes; contact person to secure hospital credentials
- affiliations with other organizations; agencies to whom referrals can be made
- schedule of regular church meetings
- schedule of pastoral responsibilities beyond Sunday morning (i.e. regular nursing home services, etc.)
- upcoming dates for major events: local church, Association, Conference
- upcoming dates for ecumenical clergy groups

Policies
- use of church building
- pastor's discretionary fund
- financial "checks and balances"
- membership
- baptisms
- weddings and receptions
- funerals
- communion practices

Important Documents
- church Constitution and By-laws
- current budget and financial information
- recent newsletters
- recent orders of service/Sunday bulletins
- church history, if available
- annual reports from recent years
- reports of goal-setting, visioning work/projected projects
- Conference or Association directory
- maps, community directory