

# CHECK SHEET FOR SENIOR PASTORS LEAVING A PASTORATE



Name of Church \_\_\_\_\_

Name of Outgoing Pastor \_\_\_\_\_ Date \_\_\_\_\_

PLEASE CHECK EACH BOX WHEN COMPLETED

## ADMINISTRATIVE DETAILS

- Copy of the current mission statement along with Vision, Goals, and Strategies in place.
- The official membership book in which all entries and addresses are up-to-date in each category.
- A complete list of all officers, leaders, membership of boards and/or committees, teachers, lay ministers and Local Ministerial Candidates of the church with terms of office where applicable.
- Sample of the Sunday bulletin and weekly/monthly emails or mailers.
- Church Calendar
- Copy of minutes of meetings of all major boards and committees covering the past six months.
- A list of all special events already scheduled.
- Sample packet of materials being used in advertising, visitation, evangelism, disciple making, small group ministry, etc.
- Copy of the current budget and the most recent audit (if available).

## FACILITIES AND LEGAL DOCUMENTS

- List of persons responsible for all buildings and grounds and related operations.
- Tips on the physical aspects of both the church and parsonage or the person you need to contact for this information. (For example, the location of fuse boxes, hard-to-find switches).
- (If applicable) Explain how parsonage utilities function: Are deposits necessary? Is sewer cost included in the water bill? Time and cost of garbage pickup, etc.
- Location of labeled keys to doors, closets, PA system, instruments, church vehicles, etc.
- Record of where all deeds, insurance policies, incorporation papers and other documents are kept.
- Record of contractual agreements, job descriptions, evaluations and salary scale for all employed staff persons.

## PASTORAL CARE & COMPENSATION

- Recommendation of best places to shop and the location of a reliable auto repair garage.
- Information on how the pastor's salary is paid.
- Referrals to competent health care professionals, i.e. doctor, dentist, and optometrist.
- Explain any variations from the Conference Guidelines for vacation and/or time-away.

## CARE OF PEOPLE

- A list of individuals being followed up on for outreach or pastoral care.
- Church directory or list of all families noting their occupation, place of employment, and names and ages of children.
- Church family contact/outreach lists with appropriate notations.

## COMMUNITY RELATIONSHIPS

- List of community agencies (counseling, food pantry, etc) with whom the church maintains a relationship; especially those to which referrals are made.
- List of area ministers with whom the pastor works, along with time and place of ministerial association meetings and any community and/or joint services.



The River Conference  
of the Free Methodist Church