TRANSITION MATERIALS

The departing Pastor and the Pastor-Parish Relations Committee should work together to provide information that will enable the new pastor to enter into effective ministry as readily as possible. It will relieve the pastor during a time of preparation for moving to have others share in the gathering and recording of the information requested. Not all of the requested information will be applicable in every situation, but it will be to the benefit of the church to provide as much information as possible. A double column is provided to help you to know where you are in the information gathering process. Copies of this **checklist** are being **mailed to the leaving pastor, the incoming pastor, and the chairperson of the Pastor-Parish Relations Committee.**

I. THE CHURCH

	Assigned	Completed
1. Summary of recent history of the church.		
2. Up-to-date membership and constituency lists, with needed comments.		
3. Name, address, phone number, of staff *(custodian, secretary, organist, music director, etc)*		
3a. Written understandings, job analysis or copies of contracts for above staff.		
4. List of church officers and others with regular responsibilities (head usher, altar flowers, candles, communion, acolytes, greeters, etc.)		
5. List of church school leaders, teachers, youth counselors.		
6. List of shut-ins, others needing special pastoral care, and needed information about them.		
7. List of students, service personnel, others temporarily away.		
8. List of hospitals and nursing homes, and expectations for worship or chaplaincy service.		
9. List of prospects, information about them, and sources for new prospects (water dept lists, etc)		
10. Maps of community and parish; if neighborhood plans or zones, lists of members accordingly.		
11. Accustomed dates and times of scheduled meetings, church calendar events as far ahead as planned, including weddings and rehearsals.		
12. List goals in process, - elaborate as needed.		
13. File of bulletins showing hymns and worship materials used, ways of observing special days, etc.		
14. List and identify traditional seasonal events and celebrations, person or groups responsible, communion practices, confirmation, etc.		
15. Present lay participation in worship.		
16. Record of marriages, baptisms, funerals.		
17. Information about memorial gifts, - where listed, how handled, etc. List of special interest givers and appropriate information.		

	Assigned	Completed
18. Explain purchasing system, persons responsible, sources, controls, etc.		
19. List churches with which you participate ecumenically, and shared events which are traditional or are likely to continue.		
20. Identify ministerial associations, cluster relationships and responsibilities.		
21. Provide information about church newsletter, and area newspapers which ____ carry church news.		
22. Unusual practices of the local church such as funeral & wedding customs, etc.		
23. What has been outgoing pastor's relationship to church school, teacher training, vacation school, youth groups, camping programs, etc.		
24. What has been the confirmation program and where may materials be found?		
25. Local funeral directors and comments about them.		
26. What organized groups are there (couples clubs, singles, church school classes, etc.)		
27. Anything else that would be helpful to the new pastor?		

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II. THE CHURCH BUILDING AND PROPERTY

	Assigned	Completed
1. Arrange for keys clearly marked and additional key information as needed.		
2. List of maintenance needs, or concern with which the pastor should be familiar.		
3. Name of contact person in case of building emergency.		
4. Copies of building use policies if there are such and names of contact persons.		
5. Garbage collection information, lawn and grounds care, snow removal.		
6. Describe relation of outgoing pastor to management and supervision of building and use.		
7. **Provide for clean-up of pastor's study after outgoing pastor has left and any refurbishing needed (Pastor-Parish Chairperson should consult with new pastor before changes are made).**		
8. Other?		

III. THE PARSONAGE

	Assigned	Completed
1. Leave keys with all duplicates labeled.		
2. Leave file of appliance folders and guarantees plus names and phone numbers of servicing companies. List special maintenance instructions which new pastor needs to know (e.g. heating equipment, water softener, etc.)		
3. List of recent improvements, and others planned.		
4. Last date parsonage was visited by committee.		
5. Arrange for visit of new pastor and spouse with PPR Committee to plan any adjustments to their particular needs.		
6. Identify and parishioners among the service personnel you have used. List also any parishioners from whom you have purchased other services.		
7. Are electrical circuits properly identified?		
8. Garbage collection information.		
9. Lawn care understandings - who provides, who pays.		
10. Information about mail and newspaper delivery.		
11. Information about schools, fire protection, etc.		
12. Leave some notes on neighbors in the vicinity of the parsonage.		
13. Be sure parsonage has been cleaned before the new pastor moves in.		
14. Arrange for welcome of new pastor on arrival.		
15. Other?		

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IV. PERSONAL AND PROFESSIONAL (*to be completed by the pastor*)

	COMPLETED
1. Does church owe pastor any salary? Reimbursement for supplies?	
2. Does pastor owe church for toll calls, expense reimbursement?	
3. Are there any unpaid bills being left in the community?	
4. Where have you had auto serviced?	
5. Provide information about doctor, dentist, pharmacy, baby sitters, emergency numbers, community groups, service clubs...	
6. Have you arranged with telephone company to keep same number for parsonage?	
7. Have you arrangements been made for utilities to be continued without interruption?	
8. Have you left forwarding address and sent change of address notices?	
9. What recreation is available?	

V. THE COMMUNITY

	COMPLETED
1. Names and addresses of local officials such as mayor, town clerk, etc.	
2. Location of post office. *Who is your mail carrier?*	
3. Area pastors - names, addresses, phones.	
4. Township or county Plat Book.	
5. Local County Extension Advisor.	
6. Area CROP representative.	
7. Information on community (type of farming or industry)	
8. Information about town meetings, township and county offices.	
9. Information about local industries and business men.	
10. Hospital used by members.	
11. County and State Police offices and Court locations.	
12. School Superintendent.	
13. Mental Health Resources.	
14. Local newspaper offices.	