

ITEMS TO LEAVE FOR ARRIVING PASTOR

Church Administration		Complete?	Location
1	Directory/Photo Directory		
2	Up to date membership roll & constituency list		
3	List of new members, baptisms, or children within past year		
4	Nominations report or committee list		
5	List of any staff with job descriptions and salary information		
6	Personnel policy manual		
7	List of students & military personnel		
8	List of shut-ins/homebound		
9	List of recently hospitalized		
10	List of recently widowed and/or grieving		
11	List of any persons/families in crisis (e.g. divorce, legal trouble, children in trouble)		
12	List of death anniversaries		
13	Contact information for insurance policies/agents		
14	Accounting & bill paying policies and procedures		
15	Check request forms with bookkeeper contact information		
16	Calendar with regular meetings, upcoming events, & weddings		
17	Recent financial reports & statistics		
18	Current budget & chart of accounts		
19	List of all current pledging and giving households with their current amounts		
20	Copies of recent bulletins & newsletters		
21	If using own computer, copy of all church files		
22	List of ongoing church projects		
23	List of other leaders (liturgists, teachers, etc.)		
24	Local ministerial groups pastor attends with contact info		
25	Local congregations the church works/has services with		
26	Computer/Social Media passwords		
27	COVID policies/procedures		

Church Building		Complete?	Location
1	Set of labeled keys and/or security passcodes		
2	Future maintenance needs as discussed by committee &/or discovered by pastor		
3	Building policies - open hours, use other persons, who locks up, etc.		
4	List of outside users of the building with contact information and the use schedule		
5	List of keyholders to the building		
6	Contact person for building related emergencies (e.g. flood, leaks, no heat)		

Parsonage (consider leaving these in a 3-ring binder)		Complete?	Location
1	If a housing allowance is given in lieu of a parsonage, names of local real estate agencies & area information		
2	Set of labeled keys & garage door openers		
3	File of appliance/equipment manuals with dates last replaced if possible (furnace, refrigerator, air conditioner, etc.) & service contracts/contacts.		
4	When was the furnace last serviced with the filter changed?		
5	List of utility providers including cable/internet options		
6	List of who to call when there are parsonage maintenance issues (companies or church members)		
7	Names of doctors, dentists, lawyers, pharmacists, etc. with indication whether member of congregation		
8	List of yard maintenance tools provided (see parsonage guidelines for requirements)		
9	Contact information for lawn & snowplow services contracted (unless equipment is provided)		
10	Smoke & Carbon monoxide detectors. Last date batteries replaced		
11	Are there fire extinguishers and are they current?		
12	Copy of last parsonage inspection report		
13	Garbage & recycle pick up days and/or location for drop off		
14	Names and contact information for nearby neighbors & church relationship if any		
15	Names and contact information for local schools		
16	Location of circuit breaker box. Are the circuits labeled?		
17	Is there a water softener? What kind of salt is used? Who supplies the salt?		
18	Location of whole house water shut off valve		
19	List of favorite stores in the area.		
20	List of favorite farm stands, farmer's markets, etc.		
21	List of some unique or fun outings for the area		