

## THINGS TO BE DONE BEFORE PASTOR'S MOVING DAY

The following is a list of necessary tasks to be completed before leaving your charge. This will assure a smooth transition. Please see that each item is completed, or designate the name of the person to whom the task has been delegated.

**1. CHURCH ADMINISTRATION: Items to leave for incoming pastor**

	COMPLETED	DELEGATED TO
A. List of shut-ins		
B. List of those needing close pastoral care (recently bereaved, seriously ill, etc.)		
C. Membership books – with rolls up-to-date		
D. Constituency/Mailing List		
E. Marriages and baptisms recorded up-to-date		
F. List of those presently being counseled by the pastor (if they give permission)		
G. List of current officers and others with regular leadership responsibility		
H. Traditional seasonal observances, church anniversary, etc. (Comments/Descriptions)		
I. List of usual communion dates and places		
J. Policy for weddings/weddings on schedule		
K. List of surrounding churches sharing ecumenically, with pastor's names		
L. Summary of written history. Who knows the unwritten history?		
M. Hymns in hymnal dated according to when used in worship services.		
N. Past years minutes of Administrative Board meetings (Council on Ministries/Ad. Council)		
O. Copies of recent bulletins and newsletters		
P. Names of persons who have any church records (Financial, membership, etc.) at their homes (on computers, record books, etc.)		

**BE SURE ANY CHURCH RECORDS ON YOUR PERSONAL COMPUTER (DISK OR HARD COPY) ARE LEFT IN THE CHURCH OFFICE.**

# CHECK LIST FOR MOVING DAY

## CHURCH ADMINISTRATION (Leave for incoming pastor:)

1. List of shut-ins/hospitalized.
2. List of those receiving additional pastoral care.
3. Membership rolls up-to-date.
4. Constituency list.
5. List of students/persons in the Armed Forces.
6. Marriages, baptisms, etc., recorded to date.
7. List of current officers.
8. List of usual communion dates.
9. Ecumenical events.

## THE CHURCH BUILDING

1. Leave set of keys, well identified.
2. Provide for cleaning of pastor's study.
3. Leave list of future maintenance needs as discussed by the Committee and/or observed by the pastor.
4. Leave list of building policies regarding: open hours, use of building by others, etc.
5. Marriage/funeral policies, etc.

## THE PARSONAGE

1. Leave a list of repairs/upgrades that have been done or are planned as part of the move.
2. Set of labeled keys.
3. File of appliance folders (furnace, refrigerator, dishwasher, dehumidifier, air conditioner, etc.).
4. Helpful list of "Who To Call When" (eg-merchants, physicians, dentists, veterinarians, auto mechanics, etc.)
5. Identify fuse box circuits.

## TRANSITION CHECK LIST TO BE LEFT ON THE PASTOR'S DESK

(Return to SPRC Chair when completed)

### Administration

1. Where is an annotated list of shut-ins? \_\_\_\_\_
2. Where is an annotated list of special needs (recently bereaved, seriously ill, etc.)? \_\_\_\_\_
3. Where are the accurate and up-to-date membership rolls? \_\_\_\_\_
4. Where are the constituency rolls? \_\_\_\_\_
5. Where is a listing of post high students & military with home and away addresses? \_\_\_\_\_
6. Where are the up-to-date records of marriages, baptisms, funerals? \_\_\_\_\_
7. Where is the annotated list of any being counseled by pastor? \_\_\_\_\_
8. Where is a list of current leaders, officers, committees, etc.? \_\_\_\_\_
9. Where is a list of others with regular responsibilities, e.g. head usher, greeter? \_\_\_\_\_
10. When does the congregation expect communion (regular & special occasions)? \_\_\_\_\_
11. By what method(s) does the congregation usually celebrate communion? \_\_\_\_\_
12. Which area churches participate in ecumenical activities? \_\_\_\_\_
13. Name and phone of supportive ecumenical colleagues in the area: \_\_\_\_\_
14. What are important traditions in the congregation that need to be known? \_\_\_\_\_

### Church Building

15. Where is a set of labeled church keys for the new pastor? \_\_\_\_\_
16. Who are the others who have keys to the church building? \_\_\_\_\_
17. Who will thoroughly clean the study after your stuff is moved out? \_\_\_\_\_
18. Where is a list of future maintenance needs for the church? \_\_\_\_\_
19. Where are building policies to be found? (open hours, use by outside groups, fees, etc.) \_\_\_\_\_
20. Where is a phone list of persons to be called for building emergencies (plumbing, HVAC, electric, etc.) \_\_\_\_\_

### Finance

21. Has your salary been paid in full before your departure? \_\_\_\_\_
22. Have your expenses all been vouchered and reimbursed? \_\_\_\_\_
23. Are there amounts you owe to the church? If so, explain your repayment plans. \_\_\_\_\_
24. Have you returned all church property (computers, copiers, cell phones, beepers, etc.)? \_\_\_\_\_

Personal

25. Name and number to call for personal emergencies:

- a. Medical? \_\_\_\_\_
- b. Dental? \_\_\_\_\_
- c. Psychiatric? \_\_\_\_\_
- d. Legal? \_\_\_\_\_

Parsonage (If Applicable)

- 26. Who will meet the incoming pastor and present your set of labeled parsonage keys? \_\_\_\_\_
- 27. Who else has keys to the parsonage? \_\_\_\_\_
- 28. Have you arranged with Trustees to have maintenance needs met before you leave? \_\_\_\_\_
- 29. If maintenance needs remain, what are they? \_\_\_\_\_
- 30. Where are parsonage appliance manuals? \_\_\_\_\_
- 31. Who is to be called in non-emergencies for parsonage problems? \_\_\_\_\_
- 32. Name and number to call for parsonage emergencies:
  - a. Heating or cooling problems? \_\_\_\_\_
  - b. Electrical outage? \_\_\_\_\_
  - c. Plumbing emergency? \_\_\_\_\_
  - d. Natural gas leakage? \_\_\_\_\_
  - e. Sewer problems? \_\_\_\_\_
- 33. What type of heating is in the home? \_\_\_\_\_
- 34. Name and number of fuel supplier for home heating: \_\_\_\_\_
- 35. Who will thoroughly clean parsonage after your stuff is out? \_\_\_\_\_
- 36. What things are helpful to know about parsonage neighbors? \_\_\_\_\_

When And Where You Can Be Reached

- 37. How can you be contacted after moving? Email address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Office \_\_\_\_\_  
Home address \_\_\_\_\_  
Office address \_\_\_\_\_

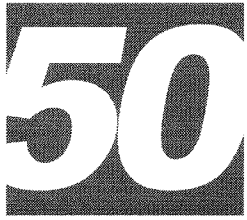
Signed \_\_\_\_\_ Date \_\_\_\_\_

## HELPFUL INFORMATION LIST FOR THE NEW PASTOR

The following are items that need to be in place, and updated, to give to the new pastor when there is a change of appointment. Many of these lists will be available in the church office, but some of them may need to be developed with the help of other committees in the church. The presentation of these lists to the new pastor within the first week will be a valuable aid to them as they seek to settle in and determine what needs attention.

- A current membership roster which includes active constituents. (Names, addresses, and phone numbers.)
- Leadership directory of all church officers and leaders of major groups within the church.
- List of church related families who have experienced a death in their household within the past year.
- List of shut-ins within the church family.
- List of those with serious illness in the last six months.
- Job descriptions for all paid employees.
- Copy of all policies that are currently in place (i.e. Building use, wedding, loan or use of church items, etc.)
- Current budget and most recent monthly status report, as well as listing of all designated accounts that may not show up on this report.
- Bulletins for the past two months.
- List of who to call for repairs at the church or parsonage. Suggestion list as well as designated vendors.
- List of references for making referrals for counseling, emergency aid, etc.
- Names of all church school, youth leaders, communion stewards, and musicians who serve the church.
- List of all traditional events that occur at the church on a regular basis. (Cantatas, special Sundays, banquets, etc.)
- Calendar of all scheduled meetings and events for the current calendar year as well as any projected dates and events in the next year.
- A map showing the location of all church families as well as maps that would assist someone new in knowing how to get around the area.
- A list of current office procedures and time lines that describe how work has been handled and processed.

You may think of things that are unique to your situation that have not been covered here and should feel free to use them as well. The more pertinent information that can be shared the better. Don't assume that a new pastor will know anything. Keep the lines of communication open at all times and look for ways to assist in the transition. Remember, you are a most valued resource and play a significant role in this moment.



# 50 Ways to Welcome your New Pastor or Associate Pastor

From the Lewis Center for Church Leadership

Prepared by Robert Crossman

## Prepare to welcome your new pastor

- 1. Open your hearts and decide that you are going to love your new pastor.
- 2. Begin praying daily for the new pastor and family, even as you continue to pray for your departing pastor and family.
- 3. Invite church members individually to send cards of welcome and encouragement to the incoming pastor.
- 4. Know that welcoming your new pastor in genuine and effective ways lays the ground work for a healthy and vital relationship and the development of stable, long-term ministries together.
- 5. Plan for the transition. Occasionally important welcoming gestures are missed with everyone thinking someone else is handling these details.
- 6. Appoint a specific liaison person to whom the pastor can go for help and information during the transition.

## Say goodbye to your current pastor in a healthy way

- 7. Show love, regard, and even grief, for your departing pastor. This is one of the best things you can do for the new pastor.
- 8. Acknowledge the change in public ways. Especially in the case of a much-beloved pastor, this allows the congregation better to let go and receive the new pastor.
- 9. Provide the congregation the opportunity to say thank you and goodbye to the outgoing pastor, even if things have not always gone well.
- 10. Find appropriate occasions — in worship and at other times — to thank the outgoing pastor.
- 11. Express appreciation in ways that are consistent with what you have done in the past.
- 12. Consider giving the pastor the last two weeks off. This helps the pastor enter the new situation rested and gives an emotional buffer between one pastor's last Sunday and another pastor's first Sunday.
- 13. Plan goodbye celebrations prior to the beginning of the two weeks off.

- 14. Provide information to the local media about the outgoing pastor's accomplishments and future plans.
- 15. Do not invite the former pastor to return for weddings, funerals, or baptisms. This allows your former pastor to engage fully with his or her new congregation, and it establishes your new pastor as everyone's pastor from the beginning.

## Make things move-in ready

- 16. Make sure the parsonage and pastor's office are clean and ready. Offer to provide help or a cleaning service if needed.
- 17. Determine if the parsonage is in need of repairs or painting. Consult the outgoing and incoming pastors about timing so as not to disrupt the lives of either party. Do not ask a new pastor to move into a parsonage "under construction."
- 18. Consult the new pastor on any paint, design, or furnishings issues.
- 19. Offer to have someone cut the parsonage grass.
- 20. Make sure the new pastor and church officials are clear on how moving expenses are paid and all matters related to compensation, benefits, and reimbursement policies.

## Welcome your pastor on moving day

- 21. Stock the parsonage refrigerator and pantry with some staples.
- 22. Make sure there are kid-friendly foods and snacks in the refrigerator if children are arriving.
- 23. Have a small group on hand to greet the new pastor and family when they arrive and to help as needed.
- 24. Offer child care if there is an infant or toddler in the household.
- 25. Invite children in the household to do things with others of their same age.
- 26. Welcome any youth in the household by having church youth group members stop by and offer to show them around.

## Continue the welcome during the entry period

- 27. Take food over for the first few days. Many churches continue the practice of having a "pounding" for the new pastor when persons bring food items.
- 28. Provide a map with directions to local dry cleaners, grocery store, drug store, veterinarian, etc., and information on local options for internet and cable television providers.
- 29. Give gift certificates to several of your favorite restaurants in the community.
- 30. Give the pastor and family a welcome reception on the first Sunday.
- 31. Plan a worship celebration of the new appointment.
- 32. Invite the new pastor to any social events held by Sunday School classes or other groups in the early months.
- 33. Make sure the pastor's spouse and children, if applicable, are invited to Sunday School and other appropriate small groups.
- 34. Continue to remember your new pastor and family in your daily prayers.

## Help the new pastor become familiar with the congregation

- 35. Introduce yourself to the pastor repeatedly! You have one name to learn; your pastor has many names to learn.
- 36. Wear name tags. Even if name tags are not a tradition, the congregation can wear them for a few weeks to help the pastor learn names.
- 37. Provide a current pictorial directory of all the church members, if available.
- 38. Provide an up-to-date list of all church committees and officers.
- 39. Provide the new pastor with a tour of where things are kept inside the church and perhaps a floor plan of the facilities.
- 40. Orient the new pastor to information systems and the way records are kept.

- 41. Make sure the pastor has a list of home bound or nursing home members, a list of those struggling with long term illness, and a list of those still in grief over recent deaths in the family. Better yet, take the pastor for an introduction to each of these households.
- 42. Have an appropriate person offer to go with the pastor for introductions and support if there are particularly urgent pastoral situations (a member near death or the family of a member who has just died).
- 43. Have a lay official offer to take the pastor to meet church members in their businesses or other work settings, if they are easily accessible.
- 44. Offer to help arrange small group sessions to meet and talk with the congregation.
- 45. Create a "church yellow pages" (a list of people in the church who have specific skills that a newcomer may find beneficial.... auto mechanic, doctor, dentist, dry cleaners, book store, office supply, etc.).

## Help the new pastor connect to the community

- 46. Provide local media with information about the new pastor.
- 47. Provide a list of hospitals, nursing homes, and community service agencies.
- 48. Introduce your new pastor to other clergy in the community. Provide information on any ecumenical activities or associations.
- 49. Introduce the new pastor to public and community leaders.
- 50. Ask church members in civic clubs to take the new pastor to one of their meetings.

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