



SO YOU'RE MOVING !!



This is a check list of tasks, information lists, and helpful actions which you should complete before your moving day. This will help the new pastor to get his/her feet on the ground immediately and serve the congregation in a more adequate way than moving in uninformed.

A COPY MUST BE GIVEN TO:

- The District Superintendent (in the district you are leaving)
- The succeeding pastor
- Chair of Pastor/Parish Relations Committee
- Chair of the Board of Trustees

CHURCH ADMINISTRATION (Lists to leave for incoming pastor)	Done	Delegated to
List of church school teachers, youth counselors, etc.		
List of church employees, and a brief outline of their duties		
List of shut-ins		
List of those needing close pastoral care (recent deaths, seriously ill, etc.)		
Up-to-date membership and preparatory rolls with addresses and comments		
Up-to-date constituency roll with addresses and comments		
List of students and service men/women with addresses and comments		
Up-to-date record of marriages, baptisms, etc		
List of church calendar events for the next 6 months, including scheduled weddings and rehearsals		
List of those presently being counseled by the pastor, with a comment or two about each situation		
List of all officers and others with regular leadership responsibility-head usher, etc.		
List of traditional seasonal observances, with comments and descriptions. (Which group is responsible for initiating planning?)		
List of usual Communion dates and new member Sundays		
List of surrounding churches sharing ecumenically		
Ecumenical experiences which will be continuing		
Summary of recent history of local congregation		
List of hymns with dates used in last 6 months		

CHURCH ADMINISTRATION (Cont'd)	Done	Delegated to
List of where to secure bulletins, office supplies, printing, etc.		
File of last year's bulletins and newsletters		
Local map		
Some practices of the local church, such as serving a meal to a bereaved family		
THE CHURCH BUILDING		
Leave a set of keys, well identified		
Provide for cleaning the pastor's study		
Leave a list of future maintenance needs as discussed by the Trustees and/or observed by the pastor		
Leave list of building policies, re: open hours, use of building by others, who locks up, etc.		
PARSONAGE (Items to leave for incoming family)		
Set of labeled keys		
File of appliance folders (furnace, refrigerator, dishwasher, dehumidifier, air conditioner, etc.)		
Helpful list of "whom to call when" - such as service companies		
Leave maintenance notebook (showing when furnace last inspected and by whom; major repairs; date and kind of paint used; information on furnace, fuel, etc.		
Identify fuse box circuits		
Leave your forwarding address and new phone numbers		
See that parsonage is clean before moving		
Provide someone to welcome new family when they arrive		
Recommend company to clean carpet and drapes		
List of baby sitters		
Names of doctors, dentists, lawyers who are a part of the church whose services might be used by new pastor		
Name of a good auto dealer and auto service department		

FINANCE	Done	Delegated to
Do you owe the church for long distance calls, electricity, fuel, or other personal items?		
If so, have you made arrangements to pay for these?		
Have you filled the fuel tank? 1992 NC Conference Journal, p. 292, states: "14. The outgoing pastor is responsible for leaving the parsonage fuel tanks full. "		
CONTACTS		
Are all utilities in the name of the parsonage to avoid interrupted service and connection charges?		

If the pastor is on travel voucher, what percentage will have been paid by moving day? _____ %

Date _____

Pastor

Date _____

Pastor-Parish Relations Committee Chair

Date _____

Board of Trustees Chair