

EXIT CHECK-LIST FOR PASTOR

Pastor _____

Congregation _____

(Copies to Congregational Chairperson, incoming pastor, and Northeastern Iowa Synod, PO Box 804, Waverly IA 50677-0804.)

1. Permanent Parish Record book:
Are records up to date?
Where is it kept?
2. Potential Members:
 - a. Is there a prospect list?
Where?
Status?
 - b. Any adult baptism potentials?
 - c. Any adult instruction class potentials?
 - d. Status of confirmation class.
What is the next step?
3. Congregational Report:
Where is the copy of the latest Congregational Report?
4. Church Council Records:
 - a. Current year's minutes—where?
 - b. Previous years' minute—where?
 - c. Committee reports—where?
 - d. Parish plans, unfinished council matters—where?
5. Other Congregational Records:
 - a. Minutes of congregational meetings—where?
 - b. Church archives—where?
What is in the archives?
6. Parish Correspondence:
 - a. Where located?
 - b. Any pending matters?
7. Financial Concerns:
 - a. Where are financial records kept?
Insurance policies?
 - b. Banks accounts—where?
Who manages?
Process for paying bills?
 - c. Location of financial and business files?

8. Service to persons:
 - a. List persons in acute need of ministry and their condition.

 - b. Particular problems needing to be shared with council leaders?

9. Other Important Items:
 - a. List and describe projects and programs you have underway which need to be “picked up” by someone in the meantime and/or called to new pastor’s attention.

 - b. List particular responsibilities you have had, the status of projects and programs you are involved with, and lay leadership contacts.