

CHECKLIST FOR CONVERSATIONS BETWEEN OUTGOING AND INCOMING PASTORS

1. List of potential new members
2. How confirmation has been handled
3. Status of 2008 apportionments payments
4. PPR meeting schedule
5. Ministerial Alliance/ecumenical issues
6. History of Orders of Worship
7. Community/school issues
8. Terminally ill or shut-in members
9. Major ministry events throughout the year
10. Persons who have experienced personal tragedies during the past year
11. “Don’t miss” events for pastors and/or families
12. Persons who are interested in the ministry as a calling
13. Financial issues within the congregation
14. Office hours
15. Relations with funeral homes
16. Church policies and practices concerning weddings
17. Visions for the congregation’s future
18. Land mines in congregation or community
19. How are utilities handled at the parsonage, and in whose name are the utilities listed (telephone, long distance, internet, etc)?
20. Location of church records
21. What is the process of evangelistic outreach in the congregation?
22. Personnel issues, job descriptions, etc.
23. Who are the “legitimizers” in the congregation – persons others look to for wisdom