

So You're Moving

This is a checklist of task, information lists and helpful actions that should be completed before your moving day. This will help the new minister to get his/her feet on the ground immediately and serve the congregation in a more adequate way than moving in uninformed.

(Please make copies of this and the next page, fill in then leave a copy on the pastor's desk and another with the PPR chair to be given to the new pastor.)

Submitted by Larry Becker of the Oklahoma Conference

A. Church Administration (Lists to leave for the Pastor)	Done	Where is it?
1. List of Church school teachers, counselors of youth, church officers, and other leaders (i.e. head user). List of most influential persons in church.		
2. List of church staff, job descriptions and dates of employment.		
3. List of shut-ins and those needing close pastoral care, with phone numbers (shut-ins, seriously ill, and families with recent deaths)		
4. Up-to-date membership roll and constituency list with comments.		
5. List of students and military service persons with addresses and comments.		
6. Up-to-date record of marriages, baptisms, and those received into the church.		
7. List of church calendar events for the events for the next six months (activities, weddings, rehearsals, etc.)		
8. List of where to secure bulletins, offices supplies, printing, etc.		
9. A file of last three month' bulletins and newsletters.		
10. An up-to-date report of church's payment of conference apportionments. (It is expected that by May 31, 5/12 of current apportionments will be paid.)		
11. Updated pictorial directory, including office phone numbers and notations on those who have died or moved.		
12. Current budget and recent financial statements along with report on actual receipts from the previous five years.		
13. List of special funds and designated users.		
14. List of laity that might be future leaders and their interests and skills.		
15. List of current church charge accounts.		

B. The Church Building	Done	Where is it?
1. Leave a set of keys, well defined.		
2. Leave a list of future maintenance needs as discussed by committee and /or discovered by pastor.		
3. Leave a list of building policies, re: open hours, use of building by other person, who locks up.		
C. Parsonage (Items to leave for incoming family)		
1. Set of labeled keys.		
2. A file of appliance folders (furnace, refrigerator, dishwasher, dehumidifier, air conditions, etc.)		
3. Helpful list of "Who to call when." (Service companies)		
4. Leave maintenance notebook (showing when furnace was last inspected and by whom, major repairs, dates and kind of pain on exterior and interior, etc.)		
5. Actually identify the fuse box circuits.		
6. Is the parsonage clean and ready?		
7. Name of doctors, dentists, lawyers, pharmacist, merchants who are part of the congregation whose services may (or may not) be used by the new pastor.		
D. Contacts		
1. Have you arranged with the telephone company to keep the same number for the incoming pastor?		
2. Have you contacted all utility companies for changeover of billing?		

Regarding finances, the church you are now serving is to pay your salary and pension through May 31 and the church you will be appointed to is responsible for your salary and pension beginning June 1. Your moving expense check will be ready for you in the room designated for the Conference Treasurer at Annual Conference.

Signed: _____ Date: _____
(Pastor)

Signed: _____ Date: _____
(Charge Lay Leader or PPR/SPRC Chair)