

ARC TOOLS TO BE LEFT FOR NEXT PASTOR

SURVIVAL KIT FOR A NEW PASTOR

The transition into a new pastorate can be aided with the following items being made available to the new pastor. These items can be compiled by the departing pastor, church staff, and/or pastoral transition team. These items should be prepared and made ready by all interim pastors before their departure.

1. Membership list
2. Annual reports & CGGC Ministry Reviews (past three years)
3. Newsletter (past year)
4. Worship bulletins — with average attendance for worship and church school
5. Financial reports— current budget, status of indebtedness/investments
6. Minutes — session, committees
7. Job descriptions and specific assignments of employees and volunteer leadership
8. Listing of church officers, committee and other leaders (including church school and fellowship groups)
9. Calendar of regular meetings and programs
10. Calendar of special and annual events
11. Maps
12. List of places where church does business
13. List of ecumenical connections
14. Constitution, by-laws, and Manual of Operations
15. Church policies regarding building use, weddings, funerals, memorial funds
16. Worship resources — bulletins for special worship occasions, list of familiar hymns
17. Community services— social service agencies, funeral homes, hospitals (with parking instructions) retirement communities, pastoral counselors
18. List of persons with special needs
19. Results of any mission study conducted during transitional time
20. Goals long-term and short-term, if such have been developed
21. Letter to the new pastor
 - Welcome
 - 1 challenge not addressed, leave in a positive way
 - 3 affirmations
 - a paragraph affirming that staff and congregation are not to contact me, but the pastor may contact me