



MAINE CONFERENCE UNITED CHURCH OF CHRIST

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A Just Peace, Open and Affirming Conference

Helpful Information for Incoming Pastoral Leadership

The departing pastor should review this checklist and make certain that the information is available in print form and/or on the church computer. If there is a church office, the information may be left in the pastor's desk or in a specified location on the church computer. In small churches, the information should be entrusted to a designated lay leader.

Current Lists

(Each with name, address, phone, email address)

- Members (active and inactive)
- "Friends of the church" who participate actively
- Officers, Board and all Committee Members
- Staff
- Church school teachers, youth leaders
- Prospective members
- Pastoral care list: nursing home residents, home-bound, recent serious illness or bereavement

Policies

- Use of church building
- Pastor's discretionary fund
- Financial "checks and balances"
- Membership
- Baptisms
- Weddings and receptions
- Funerals
- Communion practices

Important Documents

- Church Constitution and By-laws
- Current budget and financial information
- Recent newsletters
- Recent orders of service/Sunday bulletins
- Church history, if available
- Annual reports from recent years
- Reports of goal-setting, visioning work/projected projects
- Conference or Association directory
- Maps, community directory

Important Information

- Names and contact information for those who provide services to the church (plumber, electrician, attorney, insurance representative, fuel delivery, snow removal, yard care, computer and copier repair, phone, internet access.) instructions for equipment
- Names, addresses, phone numbers for area hospitals, nursing homes, and funeral homes; contact person to secure hospital credentials
- Affiliations with other organizations; agencies to whom referrals can be made
- Schedule of regular church meetings schedule of pastoral responsibilities beyond Sunday morning (i.e. regular nursing home services, etc.)
- Upcoming dates for major events: local church, Association, Conference
- Upcoming dates for ecumenical clergy groups