

SUGGESTED CHECK LIST FOR MOVING PASTORS

1. _____ Your present church should pay you for the whole month of June. The Annual Conference Service Year is July 1 – June 30 (Standing Rule #21). Your salary in your new appointment will begin July 1.
2. _____ Check in advance with the Pastor-Parish or Board Chairperson in the church to which you are going as to how moving expenses will be handled (Standing Rule # 18).
3. _____ Make sure you leave the parsonage clean and the lawn cut.
4. _____ Give your parsonage committee a list of any repairs and improvements that need to be made in the parsonage.
5. _____ Check with your successor about the telephone and other utilities to arrange for transfer without interruption of service. If you pay your own utilities, be sure to get a final reading the day you vacate.
6. _____ Leave your successor a list of the firms who service parsonage equipment along with any service contracts and instructions for appliances.
7. _____ Leave a schedule of meetings, services and special events that are already on the calendar.
8. _____ Leave a list of members who have had recent sorrow, are shut-in, have been in the hospital or have any other special needs.
9. _____ Be sure that Conference Apportionments are paid for the first six months of the year before you leave, if at all possible.
10. _____ Leave the church membership rolls and Charge Conference records in good order and readily available.
11. _____ Do all that you can to pave the way for your successor; say a good word for him/her to the congregation. Invite the new pastor and family to visit one day, show them the church and parsonage and help them find the way around. Also, help your lay people implement the suggestion list sent to them.
12. _____ When you move . . . PLEASE MOVE! Return to any former charge for weddings, funerals, etc., ONLY when the invitation comes through the pastor now serving there and as infrequently as possible.
13. _____ Thanks for all you have done. Go in peace and may God go with you.