

## EXIT CHECK-LIST FOR PASTOR

Pastor \_\_\_\_\_

Congregation \_\_\_\_\_

(Copies to Congregational Chairperson, incoming pastor, and Northeastern Iowa Synod, PO Box 804, Waverly IA 50677-0804.)

1. Permanent Parish Record book:  
Are records up to date?  
Where is it kept?
2. Potential Members:
  - a. Is there a prospect list?  
Where?  
Status?
  - b. Any adult baptism potentials?
  - c. Any adult instruction class potentials?
  - d. Status of confirmation class.  
What is the next step?
3. Congregational Report:  
Where is the copy of the latest Congregational Report?
4. Church Council Records:
  - a. Current year's minutes—where?
  - b. Previous years' minute—where?
  - c. Committee reports—where?
  - d. Parish plans, unfinished council matters—where?
5. Other Congregational Records:
  - a. Minutes of congregational meetings—where?
  - b. Church archives—where?  
What is in the archives?
6. Parish Correspondence:
  - a. Where located?
  - b. Any pending matters?
7. Financial Concerns:
  - a. Where are financial records kept?  
Insurance policies?
  - b. Banks accounts—where?  
Who manages?  
Process for paying bills?
  - c. Location of financial and business files?

8. Service to persons:
  - a. List persons in acute need of ministry and their condition.
  
  
  
  
  
  
  
  
  
  
  - b. Particular problems needing to be shared with council leaders?
  
  
  
  
  
  
  
  
  
  
9. Other Important Items:
  - a. List and describe projects and programs you have underway which need to be “picked up” by someone in the meantime and/or called to new pastor’s attention.
  
  
  
  
  
  
  
  
  
  
  - b. List particular responsibilities you have had, the status of projects and programs you are involved with, and lay leadership contacts.