

TO DO LIST

For Out-Going Pastor:

- ◇ Abstracts, deeds and other church papers properly filed, with instructions for new pastor.
- ◇ Dates of revivals scheduled, with evangelists (name, address, email address, phone, etc.)
- ◇ Summary of finances (outstanding bills, items for attention, etc.)
- ◇ Summary of monthly payments (loans/mortgages)
- ◇ Summary of projects underway
- ◇ Copy of current membership list
- ◇ List of hospital patients and shut-ins
- ◇ List of prospects (names and addresses)
- ◇ Leave forwarding address/phone/email with church board secretary
- ◇ List of interim plans/schedule
- ◇ District Membership Transfer (*if moving off the District*) (Make contact with District Secretary)
- ◇ Return keys/credit cards

For In-coming Pastor:

- ◇ District Membership Transfer (*if moving from another district*) (Make contact with District Secretary of the District you are leaving, as well as with the Michigan District Secretary)
- ◇ Church Membership Transfer (for yourself and family)
- ◇ Photo/Resume to new Church Board Secretary, for advertising, etc.
- ◇ Notify local Post Office of address change
- ◇ Send "Family Information Form" to District Office (enclosed at the end of this packet)
- ◇ Notify newspaper of any advertising changes
- ◇ Outside sign/marquee/bulletin board/website changes
- ◇ Verify revival dates with slated evangelists