

INFO-PAK

(Information for the Pastor's Action Kit)

Every pastor who is leaving a church, along with the Pastor (Staff) Parish Relations Chairperson, is responsible to supply the following INFO-PAK to the incoming pastor. These items should be available as soon as possible, in order to facilitate a smooth transition.

Church Documents:

Alphabetical membership roles with address, phone, and email information.
Updated 2020 Directory of Officials, (with contact information and updates of most recent elections)
2018 and 2019 Church Conference Reports
2018 and 2019 Year End Statistical Reports
2018, 2019 and 2020 Budgets & Treasurer's Report & 2020 to date (Later updated to June 30th)
2019 Detailed Attendance & Stewardship records & 2020 to date (Later updated to June 30th)
A summary of attendance and stewardship records for the last 5 years.
2018 and 2019 Financial Audits & Complete Current list of all accounts and liabilities
2018 and 2019 Worker's Compensation Audits
Pastoral Transition Audit

Pastoral Contact Information

Complete church directory with address, phone, and email information
Most recent pictorial directory
Most recent prayer list and list of "concerns & joys"
List of shut-ins and those with handicapping conditions
List of prospects and recent visitors to the church activities
County and municipal map
Contact information for location and custodians of church papers and assets

Information for Conducting Church Business

Detailed staff information (people, hours, job descriptions, etc.)
Complete set of labeled keys, combinations, codes
All codes and passwords (fire, alarms, computers, etc.)
Equipment & supplies information
List of services supplied to church and parsonage (with contact information) & all church contracts
Church petty cash, church accounts, discretionary accounts and charge cards information
Church calendar – with special emphasis on previously planned events
2019 & 2020 Bulletins (typical, communion, holidays, special Sundays) (guest & emergency preachers)
2019 & 2020 Church newsletters, congregational mailings and e-blasts.

Helpful Neighborhood Information

Post offices
Food (Grocery stores, eat-in, take-out, convenience)
Auto repair shops
Medical assistance (emergency care, hospitals, doctors, dentists, vets, etc.)
School information
Directions & warranties (with service & repair information) for all church & parsonage equipment
List of parsonage information (i.e., emergency switches, thermostats, etc.)
Trash, recycling and bulk days
Lawn care & snow removal information

Some Interesting “Conversation Topics” For Church Groups

(Some Things Your Church & All New Pastors Will Want to Discover)

When any group gets together they share ideas, information, insights and opinions. Sometimes we miss opportunities to intentionally direct our conversations toward topics that could produce helpful data for our church. Here are some topics that most people find invigorating. Often the results of these discussions are enlightening. Surely every new pastor wants to know the answers to these questions. The list might be helpful to your church.

A. What is the context of our ministry?

1. What is happening in the congregation?
2. What is happening in the community?
3. What are the trends for both?
4. Who is our constituency? (Those for whom we are responsible)
 - a. Geographic, economics, education, ethnicity, etc.?
 - b. Areas of concern, special populations, etc.?
 - c. How do our demographics compare with the community?

B. Identity

1. Who are we as a congregation?
 - a. Religious perspective?
 - b. What is our history?
2. Do we have a vision for our future?
3. What has changed about us?
4. Where are we headed? Where do we hope to head?
5. What are our leadership needs?
6. What needs to be done? What changes must we make?

C. Program / Ministry

1. What is our understanding of worship?
2. What are our ministry priorities, with benchmarks and timelines?
3. Where are we addressing ministry needs? Where are we not addressing them?
4. Do we focus on member needs of or those in the wider community?
5. How do we understand ourselves as a United Methodist congregation?

D. Process

1. How do we make decisions?
2. What are our communication networks?
3. What are our leadership styles?
4. What are our norms for behavior?
5. What are the informal networks of power?

E. Helpful Information

1. What do the census studies say about our ministry opportunities?
2. Church data – who really “knows” and how is information shared?
3. What are the programs of our church and who makes it happen?
4. What are Our Stories?
5. Interviews with community leaders – Who do they say that we are?
6. Do we have an inventory of present and potential leadership (a talent bank)?