

INFO-PAK

(Information for the Pastor's Action Kit)

Every pastor who is leaving a church, along with the Staff/Pastor 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 rolls with address, phone, and email information.
Updated 2021 Directory of Officials, (with contact information and updates of most recent elections)
2019 and 2020 Church Conference Reports
2019 and 2020 Year End Statistical Reports
2019, 2020 and 2021 Budgets & Treasurer's Report & 2021 to date (Later updated to June 30th)
2020 Detailed Attendance & Stewardship records & 2021 to date (Later updated to June 30th)
A summary of attendance and stewardship records for the last 5 years.
2019 and 2020 Financial Audits & Complete Current list of all accounts and liabilities
2019 and 2020 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
2020 & 2021 Bulletins (typical, communion, holidays, special Sundays) (guest & emergency preachers)
2020 & 2021 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