

DEPARTURE CHECKLIST

Review the agreement for interim services with the elders or church council.

- Has everything been completed as outlined?
- Are the financial arrangements clear and complete?
- Have the reports been filed?
- Has the *Reflection on the Interim Ministry* been completed?
- Has the Intentional Interim Ministries Director been informed?

Leave church records and office in order.

- Insure that the parochial records are up to date.
- Insure that benevolences and bills have been paid.
- Insure that the constitution is up to date.
- Insure that the office is clean, files clear, signs changed.

Leave an information package behind.

- Leave your address, phone number, and a *welcome* note.
- Leave a list of homebound needing visits, prospective members and their status, weddings planned, etc.
- Leave a list of key contact persons regarding emergencies, events, and/or last-minute contacts.
- Leave a confidential list of those deserving special pastoral attention, but do not leave a file listing faults, problems, or shortcomings of members.
- Insure that a package, developed by volunteers, is available for the new pastor. It should include membership roster, constituent roster, leadership roster, financial records, attendance records, congregational constitution and policies, histories, newsletters, Sunday bulletins, key traditions and taboos, church calendar, buildings and grounds information, ecumenical and community contacts (doctors, dentists, schools, mechanics, plumbers, supply pastors, child care personnel, special tax and vehicle requirements, and whatever else would be useful).
- Leave things the way you'd like to find them.

Arrange for an exit interview to share your reflections on the congregation and your interim ministry. The Circuit Visitor should be invited.

Deal with personal matters.

- Write a farewell article or letter of appreciation which could include such things as positive perceptions of the congregation, a welcoming attitude toward the new pastor, and the normal emotions in transitions.
- Clarify your role as being completed.
- Participate in a farewell event.
- Plan for a break before starting another interim position—time for renewal and recovery.