

INTERIM PASTOR'S ENTRY CHECKLIST

Review the agreement for interim services.

- What priorities have been established?
- Who needs to be contacted the first few days?
- What resources are needed and available?
- What traditions or practices need noting?
- What worship preparation is necessary?
- What class preparation is necessary?
- Who needs a pastoral call right away?
- When, where, and what time are council meetings?
- What reporting is expected and to whom?
- After the first month, make necessary agreement revisions.

Review official records.

- Obtain and read the congregational constitution.
- Review congregational policies and practices.
- Review official membership records.
- Insure that records are kept up to date.
- Review financial records (budget, financial statements, unpaid bills, mortgage payments, benevolence status).
- Review attendance records for worship and classes.
- Become acquainted with list of leaders.
- Read historical documents.

Get acquainted with the people.

- Visit and/or telephone leaders and members.
- Contact all staff members. Convene a staff meeting.
- Write an article and/or a letter telling who you are and how people can reach you. Announce this at the first service.
- Drop in on groups and committees.

Get acquainted with the programs.

- Find out what is happening, when, and where.
- Ask about plans, traditions, celebrations.
- Learn the regular weekly schedule with seasonal changes.
- Ask what, if anything, is "just not done here."
- Check on rule and rituals for baptisms, weddings, funerals, etc.
- What ecumenical and/or community relationships are there? Which need your attention?

Get acquainted with the real estate.

- If there is a security system, learn how it works.
- Obtain keys to every door and learn peculiarities.
- Find out about heating, cooling, cleaning, setting up.
- Learn the schedule of use, policies, charges, etc.
Learn who to contact in emergencies (sprinkler or furnace broken).