

Appendix Q

Checklist

The following is provided as a checklist for documents that could be included when the official Call is mailed to the candidate chosen by the congregation:

- ☐ Cover letter summarizing packet contents and indicating name, phone number, mailing address, and email address of congregational contact person (see worksheet: Sample Cover Letter)
- ☐ Call papers accurately and wholly prepared with appropriate signatures
- ☐ Current congregation Constitution/Bylaws
- ☐ Current congregational vision, mission, values, and goals
- ☐ Current congregational budget
- ☐ Existing congregation structure and ministry flow chart
- ☐ Current congregation personnel handbook
- ☐ Sunday bulletins for the past three weeks
- ☐ Congregation newsletters for the past three months
- ☐ Any special mailings from the past three months
- ☐ Recent congregational picture directory
- ☐ The Mission and Ministry Inventory
- ☐ The Vacancy Transition Report presented by the Congregation Ministry Facilitator
- ☐ Materials about the congregation's ministries
- ☐ Brochures and bulletins of most recent Christmas and Easter services and special musical presentations
- ☐ Promotional materials, etc. of the congregation (audio, video, or print)
- ☐ Appropriate community information obtained from the Chamber of Commerce

Within two days of the congregation meeting extending the Call, expedite via overnight mail completed documents to Pastor-elect and other pertinent information.