

WV-WMD Synod

Pastor's Exit Checklist

Pastor _____ Congregation _____

Give copies to Congregational Chairperson and interim or incoming pastor (if one is already known).

1. Permanent Parish Register
 - a. Are records up to date?
 - i. Pastoral Acts
 - (1) Baptisms
 - (2) Confirmations
 - (3) Weddings
 - (4) Funerals
 - ii. Related to Membership
 - (1) Roll of Members
 - (a) Accessions recorded
 - (b) Removals recorded
 - (2) Record of Communion
 - b. Where is it kept?
 - c. If an electronic database is also employed, have all updates been made to permanent parish register as well?
2. Membership Accession
 - a. Are there any prospective baptisms?
 - i. Infant/child?
 - (1) List names and contact info
 - (2) Has conversation been initiated with the parents/guardians of the candidates?
 - (3) What preparation is used?
 - (4) How much preparation has already been done?
 - ii. Adult?
 - (1) List names and contact info
 - (2) Have conversations been initiated with the candidates?
 - (3) What preparation is used?
 - (4) How much preparation has already been done?
 - b. Confirmation
 - i. Is there a current class(es) in catechetical instruction?
 - (1) Where is the class in that instruction (with respect to completion)?
 - (2) Is a standard curriculum used?
 - (3) Will instruction be suspended or continued during vacancy?
 - (4) If continued, who will be responsible?
 - ii. Are there prospective catechetical students?
 - (1) List names and contact info
 - (2) Have conversations been initiated with the candidates?
 - c. Transfers from Lutheran Congregations

- i. Are there prospective transfers students?
 - ii. List names and contact info
 - iii. Have conversations been initiated with the candidates?
 - iv. What preparation is used?
 - v. How much preparation has already been done?
 - d. Reception from Non-Lutheran Congregations
 - i. Are there prospective receptions from non-Lutheran congregations??
 - ii. List names and contact info
 - iii. Have conversations been initiated with the candidates?
 - iv. What preparation is used?
 - v. How much preparation has already been done?
 - vi. Has baptized status been verified?
3. Congregation Documents
- a. Archival
 - i. Where is the copy of the latest Parochial report?
 - ii. Who maintains the records of the Congregation Meeting, Congregation Council, and committee reports?
 - iii. Beyond the aforementioned, is there a congregation archive, and, if so, who is responsible?
 - b. Is there parish-related correspondence in the possession of the pastor that should be handed over to the officers of the congregation officers?
4. Pending Matters
- a. Are there pending matters that need immediate or long-range attention?
 - b. Who will be responsible?
5. Voting & Seasonal Members
- a. Certification of Voting Membership
 - i. Does the congregation have bylaws or continuing resolutions that relates to certification of voting membership?
 - ii. When does certification take place in relationship to Congregation Meetings?
 - iii. Who verifies confirmed membership?
 - iv. Who verifies record of communion?
 - v. Who verifies record of contribution?
 - b. Certification of Seasonal Membership
 - i. Does the congregation have any seasonal members?
 - ii. Does the congregation have bylaws or continuing resolutions that relates to certification of seasonal membership?
 - iii. How does the congregation ensure that voting is in compliance with the restrictions outlined in *C8.02(8)?
 - iv. Who verifies seasonal membership?
 - v. Who verifies record of communion?
 - vi. Who verifies record of contribution?