

# SO YOU'RE MOVING CHECKLIST – planning sheet

This is a check list of tasks, lists, and helpful information which you **must** complete before moving day. This will help the new pastor in getting acclimated to their new church and congregation.

**This form must be submitted online from the district website** (<http://districts.nccumc.org/so-youre-moving-itinerant-clergy-checklist/>). Your online submission will be sent to your sending Assistant to the District Superintendent.

***\*You must submit this form before your moving expenses will be reimbursed.***

<b>CHURCH ADMINISTRATION</b> (Lists to leave for incoming pastor)	<b>Done</b>	<b>Delegated to:</b>
List of church school teachers, youth counselors, etc.		
List of church employees, and a brief outline of their duties		
List of shut-ins		
List of those needing close pastoral care (recent deaths, seriously ill, etc.)		
Up-to-date membership rolls and pictorial directory (if available)		
Up-to-date record of marriages, baptisms, etc		
List of all officers and others with regular leadership responsibility-head usher, etc.		
List of traditional seasonal observances, with comments and descriptions. (Which group in the church is responsible for initiating planning?)		
List of usual Communion dates and new member Sundays		
List of surrounding churches sharing ecumenical services & experiences		
<b>THE CHURCH BUILDING</b>	<b>Done</b>	<b>Delegated to:</b>
Leave a set of well identified keys		
Provide for cleaning the pastor's study		
Leave a list of future maintenance needs as discussed by the Trustees and/or observed by the pastor		
Leave list of building policies, re: open hours, use of building by others, wedding policies, who locks up, etc.		
<b>PARSONAGE</b> (Items to leave for incoming family)	<b>Done</b>	<b>Delegated to:</b>
Set of labeled keys		
File of appliance folders (furnace, refrigerator, dishwasher, dehumidifier, air conditioner, etc.)		
Helpful list of "whom to call when" - such as service companies		
Clearly label circuit breakers		
Leave your forwarding address and new phone numbers		
See that parsonage is clean before moving		
Provide someone to welcome new family when they arrive		

<b>FINANCE</b>	<b>Done</b>	<b>Delegated to</b>
Do you owe the church for any utilities?		
If so, have you made arrangements to pay for these?		
Have you filled the fuel tank? <i>2012 NC Conference Journal, p. 221, states: "If an inspection....reveals monetary needs for having the fuel tank filled, the remaining balance for the moving expense due said pastor shall be made payable to the district to pay for fuel..."</i>		
Are all utilities in the name of the parsonage to avoid interrupted service and connection charges?		

<b>Annual Audit Report</b> (found in Online Data Collection on Conference Website)	<b>Done</b>	<b>Date Completed</b>
The Pastor must complete or ensure the completion of this report before moving day. The Pastor's moving expenses will not be reimbursed until this report is completed.		

<b>If the pastor is on travel voucher, what percentage will have been paid by moving day? _____%</b>
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**Do not mail this form to the District Office!**  
**This paper form is for **planning purposes only.****  
**You must submit your form online.**

The online form is located at <http://districts.nccumc.org/so-youre-moving-itinerant-clergy-checklist/>, the same page where you downloaded this planning copy.