

*This is a planning version of the questions you will be asked when completing the So You are Moving Form. Completing this form is important and will require a lot of information from you. This document is intended to give you an idea of the information you will need to have on hand before you start the form. The questions are not in the exact order of the form, they have been condensed for a quicker read BUT all the content from the form is included here. **THERE IS NO SAVE AND CONTINUE** function in the So You Are Moving Form.*

Pastor's Full Name, Pastor's Email, Sending Church, Sending District

## **Church Administration**

Does the church have a software system for Membership and Finance?

Name of application that your church uses?

If yes, who is the contact person for this software?

What is your sign-on information?

When was the last confirmation class held?

**All of these questions will be followed by two questions:**

**If delegated to whom?**

**If done upload your file here.**

List of church employees with a brief outline of their duties

List of Sunday School teachers, Youth Leaders, other church program volunteers?

Up-to-date membership rolls and pictorial directory (if available)

List of shut-ins

List of those needing close pastoral care (recent deaths, seriously ill, etc.)

List upcoming scheduled weddings, baptisms, and other events in the life of the church

List of youth of next confirmation class

List of church calendar events for the next 6 months. Is this different from the question above?

How does the church keep records for minutes from church meetings?

Other pastoral duties

Last two or more newsletters

## **Worship**

Times of worship

**All of these questions will be followed by two questions:**

**If delegated to whom?**

**If done upload your file here**

List of worship volunteers with regular responsibilities

Traditional seasonal observance

Communion dates and new Member Sundays

Order of Worship

Pastor's Worship responsibilities

Services and experiences shared with surrounding churches

Community Contacts

## **Policies and Communications**

In this section you will be asked to outline policy and communication protocols used in the church and share copies. These include:

Building Use

Groups using the building

Safe Sanctuary

Financial or Internal Control Policies – examples may how the offering is counted and deposited, or how Memorials are handled

Cemetery

Others

Types of Social Media that are used and other communication tools

Vision and Mission statements

## **Church Property**

Security System Information

Keys

Maintenance Needs

History of the Property

## **Parsonage**

Is there one and how is it used

Specific Items and where to find them or who to go to access them including:

Keys

Appliance information

Circuit Breakers

Information on your new address, cleaning of the parsonage and vacate plans as well as information on the Parsonage Committee walkthrough

Repairs needed

Utility expenses and information

Information on who will be welcoming the Incoming Pastor

## **Finance**

Annual Audit

Copy of the current church budget

Capital Campaign information

Information on any outstanding vouched compensation owed to you