



## CHECKLIST FOR THE DEPARTING PASTOR

- 1. Pray first.
- 2. Discuss plans with the Assistant to the Bishop before resigning. Notify the Dean of the Conference prior to your resignation.
- 3. Submit a letter of resignation to Congregation Council and send a copy to the Bishop, with a minimum of 30 days' notice.
- 4. Review [Section A: Healthy Transitions](#), including the covenants, with the congregation president. Arrange to discuss them at your next Council meeting.
- 5. Make plans with the congregation leadership for farewell events, including the **Rite of Farewell and Godspeed for a Pastor**.
- 6. Make yourself available for members to say goodbye, including visiting and communing the homebound.
- 7. Make time to say your own goodbyes, as well as time for moving chores.
- 8. Discuss [Section A: Healthy Transitions](#) with the Council, after which you and the congregation president will sign your respective covenants. Summarize the intent and details of these covenants in the parish newsletter and in a few Sunday worship bulletins.
- 9. If resigning without another call, write to the Bishop, within forty-five days, to request recommendation for "on leave from call" status to Synod Council for approval. Include appropriate dates and indication of new congregational membership.
- 10. If retiring, contact Portico Benefit Services for necessary paperwork, which will include contact with the Bishop and Synod Council approval. Plan for transfer of membership within six months.
- 11. Inform Portico Benefit Services of this change and its effective date.
- 12. Ensure the parish register is completely up-to-date, and then ask the congregation president to arrange for the Conference Dean to review and attest.
- 13. Complete all financial obligations to and from the congregation and ask the president to send a letter to the Bishop stating either that there is no indebtedness or that a mutually agreed-upon repayment plan has been established.
- 14. Leave a list of homebound members, including addresses and telephone numbers, as well as any directions/information that might be helpful to the new pastor.
- 15. Provide a list of upcoming pastoral acts to appropriate leadership people, including dates, telephone numbers, and other pertinent information.
- 16. Contact the Conference Dean to schedule an exit interview.