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.