



CHECKLIST FOR THE CONGREGATION PRESIDENT

- 1. Call the Assistant to the Bishop to arrange a meeting with the congregation council.
- 2. Review [Section A: Healthy Transitions, Part I](#) with the pastor.
- 3. Make plans with the pastor for farewell events, including the **Rite of Farewell and Godspeed for a Pastor**.
- 4. Discuss [Section A: Healthy Transitions, Part I](#), with the Council. Sign covenants. Summarize the intent and details of these covenants in the parish newsletter and several Sunday worship bulletins.
- 5. Ensure the parish register is up-to-date. Arrange for the Conference Dean to review and attest. The secretary of the congregation must submit, in writing, to the Bishop that the parish records are in order.
- 6. Submit, in writing, to the Bishop that all financial obligations to and from the pastor are completed, or that a mutually agreed-upon repayment plan has been established.
- 7. A sample of the letters mentioned above is found in the [Appendix](#) to this document.