

GUIDELINES FOR LAITY
At Time of Transition in Leadership

DATE

The effective date of the Transition in Leadership is June 30. The beginning in the new parish is July 1.

PASTORAL CARE AND MINISTRY

Pastoral care and ministry ceases with the date fixed for transition. Please encourage your congregation not to request of the new pastor that the outgoing pastor be asked to return for weddings, baptism, funerals, scout awards or any other professional services after the fixed date. (June 30)

Ministerial ethics require that pastors do not interfere with the ministry of the incoming pastor. Do all you can to affirm the incoming pastor and help make the transition as successful as possible.

The outgoing pastor shall be very careful about continuing to develop relationships with parishioners in the local congregation he/she has been serving.

SAYING GOODBYE

- 1) Celebration
 - a) A worship service “Sending Forth” held several weeks prior to the last Sunday.
 - b) Have a party! Invite community pastors and other community leaders and all the congregation. Do this on a day of special service, or any other time. Do not wait until last Sunday.
 - c) Assist in collecting monies for gift(s).
- 2) Review the work accomplished together at the appropriate organizational levels with the outgoing pastor present. (Ad. Bd./Council Trustees, Council on Ministries, etc.)
- 3) As soon as the new appointment is announced for the present pastor the congregation needs to be made aware that there are several weeks available for saying “goodbye.” Congregation should be encouraged to take the initiative to express personal appreciation for the ministry of the parsonage family. (Chair of PPRC should handle this concern.)

SAYING HELLO

- I. Celebration
 - A. Have a party/reception for incoming parsonage family and the congregation. May need to do two or three times if it is held after church services.
 - B. Use local media coverage –
 1. Radio – Community bulletin board
 2. Paper – Article and picture
 - C. Implement other ways of greeting the new pastor and family.
- I. Preparing the Parsonage
 - A. Have repairs made to parsonage.
 1. Includes plaster, paint, sidewalks, windows, TV reception, etc.
 2. Be sure smoke alarms are installed.
 3. See brochure: Living and Working Conditions of the United Methodist Pastor

- B. All garbage and trash from previous occupant previously disposed of.
- C. Make arrangements for the lawn to be mowed for 2 or 3 weeks following move. (See Brochure II, A.5)
- D. Windows washed drapes and carpets cleaned, floors scrubbed and waxed that are not carpeted. If the parsonage is not cleaned to meet the satisfaction of the incoming pastor and the PPRC, and additional cleaning is necessary, the outgoing pastor shall be billed for the expenses involved with approval of the District Superintendent.
- E. Bathrooms properly cleaned and sanitized.
- F. All cupboard and storage areas thoroughly cleaned/painted.
- G. Make available data for the following services:
 1. Garbage collection
 2. Newspaper delivery
 3. Telephones
 4. Television

II. Other Helpful lists

- A. Location of hospitals, library, schools, government offices, voter registration, tax information, etc.
- B. Doctors, dentists, drug stores, etc.
- C. Any special needs identified by the incoming family: e.g., special schools, medical facilities.
- D. Baby sitters conveniently located to the parsonage.

III. Orientation Helps

- A. Arrange, if possible, for meals to be prepared for the first day or two of move.
- B. Introduce incomings to neighbors and key workers in the church.
- C. Have some young people, if possible, of incoming children's age around to chat with about school, sports, etc., in the area.
- D. Take parsonage family on tour to acquaint them with environs. Two or three times may be necessary.
- E. Map of the area if possible. (Chamber of Commerce, visitor's bureau)
- F. Point out areas where parishioners might live:
 1. E.g. Hi-rises, mobile home courts, major housing developments.

IV. Miscellaneous Items

- A. Be sure adequate keys are provided for parsonage family.
- B. Be sure incomings know name, phone number of persons to contact if any need arises in those first few "moving in" days.