

PASTOR TO SUCCESSOR: VITAL INFORMATION

PARSONAGE

Keys
Location

Suggestions regarding care and special needs
General condition

Problems

Emergency needs

Person to call on Parsonage matters

Name:

Phone:

STAFF

	<u>Name</u>	<u>Duties</u>	<u>Phone</u>
1.			
2.			
3.			
4.			

WORSHIP (For each church or charge)

Regular time

Bulletin preparation

Music

Organist Phone

Choir Director Phone

Scheduled dates and Program plans

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Local organization of ministers President

Meeting time and place

Pastoral information

Patients in Hospitals

Shut-Ins

In Rest homes

Emergencies

Pre-ministerial students

Name

College

Seminary

Services

Doctors

Lawyer

Funeral Directors