



## Information Package for Interim Pastors

This basic information package would be helpful for the interim pastor beginning assignment with your parish. You might want to put it into a three ring binder. This will not only serve your new interim pastor well, but it will also assist your new pastor when he/she arrives.

### Before Interview of Interim Pastor

Details about: \_\_\_\_\_Worship \_\_\_\_\_Confirmation \_\_\_\_\_Sunday school \_\_\_\_\_Other

### Information to Assist Interim Pastor upon Arrival

- \_\_\_\_\_ Constitution of the congregation
- \_\_\_\_\_ Current copy of the annual report
- \_\_\_\_\_ Copies of the secretary's minutes of the church council for the previous quarter
- \_\_\_\_\_ List of church council members and any offices they hold
- \_\_\_\_\_ List of committees of the church and members of those committees
- \_\_\_\_\_ Copy of the last month's newsletter
- \_\_\_\_\_ Bulletins: communion and non-communion examples
- \_\_\_\_\_ Worship information
- \_\_\_\_\_ General information, communion schedule
- \_\_\_\_\_ Worship committee, hymnals (services used)
- \_\_\_\_\_ Lay readers, communion assistants, etc.
- \_\_\_\_\_ Schedule of: \_\_\_\_\_Weddings \_\_\_\_\_Baptisms \_\_\_\_\_Other special services
- \_\_\_\_\_ WELCA: Serving committee (chair)
- \_\_\_\_\_ Altar committee (chair)
- \_\_\_\_\_ List of organists and soloists (especially for funerals)
- \_\_\_\_\_ Membership of the congregation, including addresses and phone numbers (updated and accurate)
- \_\_\_\_\_ Sunday school enrollment and teachers, including parents' names, if possible
- \_\_\_\_\_ Education history of the congregation – youth and adult
- \_\_\_\_\_ Detailed description of the confirmation program (class schedule, curriculum being used, students and any current/relevant information, expectations of confirmation, mentoring program, confirmation Sunday history)
- \_\_\_\_\_ First Communion classes
- \_\_\_\_\_ Acolyte information
- \_\_\_\_\_ Shut-in information (individuals who are homebound, nursing home or assisted living residents)
- \_\_\_\_\_ List of individuals who receive private Communion
- \_\_\_\_\_ Nursing home information – locations, responsibilities for worship, etc.
- \_\_\_\_\_ List of members who have recently been hospitalized, suffered loss of loved ones
- \_\_\_\_\_ Current county plat book for members who live in rural areas
- \_\_\_\_\_ City map, if available
- \_\_\_\_\_ List of area churches and pastors. Is there an area ministerial association?