

# PASTOR'S FAREWELL BRIEF

(Strictly Confidential Information)

To be completed within ten days after Annual Conference

CHURCH: \_\_\_\_\_

PASTOR (Who is leaving): \_\_\_\_\_

DATE: \_\_\_\_\_

## NOTE

Each Pastor should provide all of the information possible for the guidance and direction of his fellow pastor, who has been appointed to succeed him.

Please include a recent pictorial directory, if available. In filling out this brief avoid any discussion of personalities as much as possible. State only names and objective facts.

Incidentally, the FAREWELL BRIEF may also suggest to a pastor those activities and procedures in which an active local congregation engages. In noting some of the information to be given, any pastor may profit well by engaging his congregation in these activities if they are not already doing so.

If an appointment has more than one church the minister should fill out a FAREWELL BRIEF for each church. Extra copies may be obtained from the Evangelical Congregational Church Center, Myerstown, PA.

A Stationing Committee Resource of the  
**EVANGELICAL CONGREGATIONAL CHURCH**  
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**REGULAR MEETINGS**  
**SCHEDULE OF REGULAR SUNDAY & WEEKLY SERVICES**  
 (Specify day and time of weekly services.)

Sunday School \_\_\_\_\_ Prayer \_\_\_\_\_

Morning Worship \_\_\_\_\_ Meeting(s) \_\_\_\_\_

Evening Worship \_\_\_\_\_ Bible Studies \_\_\_\_\_

Youth Ministry (specify age groups, day and time)

**SCHEDULE OF REGULAR MONTHLY MEETINGS**

<b>ORGANIZATION</b> (List all meetings such as organized S.S. classes, missionary societies, youth groups, etc.)	<b>TIME OF MEETING</b> (e.g. First Monday, Second Tuesday, etc.)	<b>HOUR</b>	<b>USUAL PLACE</b>
Official Board			
Sunday School Board			
Board of Christian Education			

What is expected of the Pastor at these meetings? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CHURCH ADMINISTRATION**

**CHURCH FISCAL YEAR**

From \_\_\_\_\_ to \_\_\_\_\_

**ANNUAL CONGREGATIONAL MEETING**

Regular date:

Who presides:

BUSINESS (See PASTOR'S MANUAL, section on THE LOCAL CHURCH, Annual Congregational Meetings):

What officers are elected?

Is this the year for an election of Class Leader(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

Any other routine business?

Does the church have a set of By-laws? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Written \_\_\_\_\_ Printed (Attach set of By-laws)

When were they written or revised? \_\_\_\_\_

**PASTORAL RELATIONS COMMITTEE**

Members: \_\_\_\_\_

Scheduled Meetings: \_\_\_\_\_

## SUNDAY SCHOOL

### BOARD

When is election held?

What officers are elected?

What procedure is used in conducting the election?

What officers are appointed by the S.S. Board?

### LITERATURE

What S.S. literature is used?

To whom is it sent?

Who orders it?

How is order determined?

From whom is it ordered?

Other Literature (Give details as above):

### PICNIC

Do you have one? \_\_\_\_\_ Yes \_\_\_\_\_ No

Local effort? \_\_\_\_\_ Community? \_\_\_\_\_

Place:

Is time set? \_\_\_\_\_ If so, when?

Is committee appointed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of chairman:

Remarks:

**SUMMER PROGRAM**

Any special or unusual effort put forth?

What is the nature of your program?

**CHURCH OFFERINGS**

What method does the church use to receive members' contributions?

Does the church conduct an annual "Every Member Canvass"? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who directs it?

Does the church send members receipts?

If so, how often?

What method is used to count church offerings?

Answers to the following are optional:

(We know you realize how one's habits of giving reveals one's Christian stewardship. Your successor may avoid being judged wrongly if he can conform to your habits of giving. Therefore, if you so desire, you may answer the following questions):

Did you personally follow the church's method of giving? \_\_\_\_\_ Yes \_\_\_\_\_ No

How much did you habitually give? \$\_\_\_\_\_ Weekly \$\_\_\_\_\_ Monthly \$\_\_\_\_\_ Annually

Did you give \_\_\_\_\_ as a family \_\_\_\_\_ individually

What was your policy on accepting gratuities for:

- Baptisms
- Funerals
- Weddings

Does the church provide a fee schedule for weddings? \_\_\_\_\_  
(Please include the document with this brief.)

Are there written policies for weddings, baptisms and funerals? \_\_\_\_\_

Remarks:

**SPECIAL OFFERINGS**

How does the church receive the General Church Offerings? (Church Planting, Home Missions, Student Aid, Christmas, World Wide Communion, etc.)

Who sends the total offering, after it is received, to the proper person?

**STATED DATES AND SEASONS**

These pages should indicate the general nature of your local special observances: Nature of program, time of meeting, goals, participants, key persons, etc.

**HOLY COMMUNION**

When does the church normally observe the Holy Communion? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What method is followed for serving communion? (Give dates)

Altar \_\_\_\_\_

Pew \_\_\_\_\_

Both \_\_\_\_\_

**VACATION BIBLE SCHOOL**

Do you conduct a D.V.B.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Your Own \_\_\_\_\_  
Community

What is expected of the Pastor?

IF YOUR OWN -

Who is the superintendent or key person?

What course do you use?

Have plans been made for one this year? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Date

IF COMMUNITY SCHOOL -

Who is the superintendent?

Who is the representative from church?

### MISSIONARY CONVENTION

Delegate:

Remarks:

### MEMORIAL DAY

Any special program?

Any special community program in which the local Pastor is scheduled to participate?

### PASTOR'S RECEPTION

Is a reception held for the Pastor and his family? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Usually

What is its nature? (If it is to be a surprise, do not give away secrets.)

Does the church hold any kind of a social reception for new church members received during the preceding year? \_\_\_\_\_ Yes \_\_\_\_\_ No

When is it usually held?

Who plans for it?

### CHILDREN'S DAY

Nature of program:

Is committee appointed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Chairman:

**FATHER'S DAY**

Speaker:  
Chairman:

**YOUTH CAMPS AND RETREATS**

Does the local church support our Youth Camps? \_\_\_\_\_ Very Well \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Is there a key person?

Use extra paper if necessary to indicate degree of local interest, special efforts, names of young people who may attend, etc.

Does the local church hold a retreat? \_\_\_\_\_ Yes \_\_\_\_\_ No

When? \_\_\_\_\_ Where?

For what purpose?

**CAMPMEETING**

District:

How do the people support it? \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Any special efforts made?

**PROMOTION DAY**

Do you have Promotion Day exercise? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who plans them ?

What is their nature?

**RALLY DAY(S)**

Fall Rally? \_\_\_\_\_ Yes \_\_\_\_\_ No Date:

Is program planned? \_\_\_\_\_ Yes \_\_\_\_\_ No

Special speaker:

Committee chairman:

OTHER RALLY DAYS:

**HARVEST HOME**

Who plans it?

Who arranges it?

Date usually held?

What disposition is made of it?

**MISSIONARY  
THANK-OFFERING SERVICE(S)**

List societies and dates of services:

**THANKSGIVING**

Is there a community observance in which you cooperate? (Give details)

Do you have a local service? If so, what?

**EVANGELISM**

What is the program of evangelism?

1. Do you have an Evangelism Committee? \_\_\_\_\_
2. How effective is this committee? \_\_\_\_\_  
\_\_\_\_\_
3. The committee members are: \_\_\_\_\_  
\_\_\_\_\_

### MUSIC AND WORSHIP

1. Do you have a Music & Worship Committee? \_\_\_\_\_
2. How effective is this committee? \_\_\_\_\_  
\_\_\_\_\_
3. The committee members are: \_\_\_\_\_  
\_\_\_\_\_
4. Do you have a stated philosophy for worship? If yes, what is it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CHRISTMAS

When is the children's program usually held?

Is a special committee appointed? Who is responsible for appointing it?

Is a special committee appointed to decorate the church? Who?

Does the choir present a special program? If so, what is the nature of it?

Is there a Christmas Eve service? What is its nature? Who plans it?

Remarks:

### WATCH-NIGHT SERVICE

Does the church hold its own? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who prepares the program?

What is its nature?

If no to the above - Is there a community SERVICE?

To what extent does the church participate?

**WEEK OF PRAYER SERVICES**

Does the church observe a week of prayer in January? \_\_\_\_\_ Yes \_\_\_\_\_ No

How?

Do you participate in any community effort? \_\_\_\_\_ Yes \_\_\_\_\_ No

How?

**LENT**

What emphasis is made?

**HOLY WEEK**

Special services \_\_\_\_\_ Yes \_\_\_\_\_ No If so, what? \_\_\_\_\_

\_\_\_\_\_

When do you customarily observe the Holy Communion? \_\_\_\_\_

\_\_\_\_\_

**MAUNDY THURSDAY**

What service(s), if any?

**GOOD FRIDAY**

What service(s), if any?

**EASTER**

What program or service(s)?

Do the young people have any special presentation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, what?

Does the choir have a presentation? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, what?

**MOTHER'S DAY**

Is program planned? \_\_\_\_\_ Yes \_\_\_\_\_ No

Guest speaker:  
Any customary procedures?

Name of chairman:

**OTHER PROGRAMS**

Please list here carefully other programs which have not been mentioned; some may be unique to the local situation:

**CHURCH PROGRAM**

**CHURCH BULLETIN**

Do you have a Sunday bulletin? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who prepares the material?

What method is used to duplicate the bulletin?

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Who duplicates the bulletin?

Do you subscribe to a bulletin service? \_\_\_\_\_ Our own \_\_\_\_\_ Print own cover

Other: Name

Do you issue any other periodical news sheet, weekly, monthly, quarterly, etc.? Give details:

**NEWSPAPER NOTICES**

Is the local newspaper(s) cooperative? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Fair

To whom do you send your church notices? List names:

Is a special form required? \_\_\_\_\_ Yes \_\_\_\_\_ No (If so, please attach sample.)

Is there a special reporter to whom news articles are sent?

How do you best obtain special newspaper publicity?

Any cost?

### OTHER SPECIAL PROGRAMS

Describe here as fully as you feel to be necessary any special items in your church program which are more or less unusual. (E.g. Youth programs, junior church or congregation, choir programs, auxiliary society programs such as Ladies Aid Societies, Men's Brotherhoods, etc.). - Please try not to overlook any.

### "PARSONAGE - ALIA"

(Things concerning the Parsonage)

Where is the minister's study located? \_\_\_\_\_ Home \_\_\_\_\_ Church

Is it furnished?

Bookcases: \_\_\_\_\_ Yes \_\_\_\_\_ No For about how many books?

Office equipment: (List)

Is the parsonage in good condition? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Needs some repairs

Is the parsonage adequate?

If not, or needs repair, have you done anything to encourage the Official Board to make repairs?

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Informed Official Board of Needs Date:

What furnishings are included in parsonage?

Rugs?

Kitchen range? (Kind and condition)

Refrigerator?

Washer? \_\_\_\_\_ Dryer?

Dishwasher?

Drapes?

Window blinds? (kind, color, and condition)

Is there a garage? \_\_\_\_\_ Yes \_\_\_\_\_ No Size?

Location:

Is there a yard? \_\_\_\_\_ Yes \_\_\_\_\_ No Size?

(We suggest that it would be very helpful if you gave your successor detailed information concerning the parsonage such as sizes of rooms, unusual structural conditions such as locations of fixed radiators, fireplaces, chimney, etc.)

How is your salary paid? \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Semi-monthly

Other

Car expense: \$

What are the financial arrangements for continuing education?

What are the terms of your vacation?

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When did you usually take your vacation?

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### MISCELLANEOUS INFORMATION

We list pertinent facts a new pastor ought to know in order to adjust himself to the life of the community.

#### LOCAL MINISTERIAL ASSOCIATION(S):

Name: \_\_\_\_\_ Time of Meeting:

Do you participate? \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_ Some

What local community obligations are expected of the minister:

_____ Radio	_____ Orphanages
_____ Hospital visitation	_____
_____ Jail services	_____
_____ Rescue Mission	_____
_____ Homes for indigent or aging	_____

#### OTHER MINISTERIAL FELLOWSHIPS:

Names & times:

#### APPOINTMENTS:

Have you made any definite dates for the local pastor in which he is expected to participate in the name of the church? (Please be as specific as possible with the date and occasion.)

**EMERGENCIES:**

Where is the main fuse box?  
 Where is the gas shut-off valve?  
 Where is the water shut-off valve?  
 Where is the oil shut-off valve?  
 What kind of fuel do you use?  
 Where do you buy it?  
 Approximately how much do you use a year?  
 Approximate cost?  
 Approximately how much is your electric?  
                   \_\_\_\_\_ monthly      \_\_\_\_\_ bi-monthly

Does the congregation pay all of your utilities? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Is there a parsonage trustee? Who?

**NOTE:** Do **NOT** disconnect your telephone. Rather, inform the telephone company of your successor's name, and do not change the number.

**MISCELLANEOUS INFORMATION:** (E.g. Garbage and trash collections, household maintenance, etc.)

Whom do you call upon for help? Are they members of the congregation?

SERVICE	MEMBER		PHONE	ADDRESS
	Yes	No		
Physician				
Ambulance				
Fire				
Police				
Dentist				
Druggist				

Plumber			
Heating			
Electrician			
Carpenter			
Barber			
Hairdresser			
Grocery			
Dry Cleaner			
Auto Mechanic			
Auto Dealer			
Gas Station			
Banker			