

RESOURCE 16

SURVIVAL KIT FOR A NEW RECTOR/VICAR

Church Related:

1. Membership list with phone numbers, pictorial directory, if available
2. Annual reports (past three years)
3. Newsletters (past year)
4. Worship bulletins; Average Sunday Attendance for worship and church school
5. Financial reports, current budget, next year's proposed budget, status of indebtedness and/or investments
6. Minutes: boards, committees, etc.
7. Job descriptions and specific assignments of employees and volunteer leadership
8. Listing of vestry members, committees, and other lay leaders (include church school and fellowship groups)
9. Calendar of special/annual events
10. Calendar of regular meetings and programs
11. Maps: a) Location of church members; b) Community
12. List of places where church does business (office supply, grocery, plumber, etc.)
13. List of "cooperative" churches (ecumenical) and regular activities
14. Church history; special information; stories; etc.
15. Constitution and by-laws, policies (use of building, weddings, memorial funds, etc.), procedure manuals
16. Information about what was accomplished during interim period
17. Long-range and short-term goals
18. Keys to every door with locks in church building and rectory/vicarage
19. Instructions about heating system, sound system, etc.
20. Worship resources: hymnals, traditions, common practices/patterns, list of hymns known by congregation
21. List of persons with special needs (shut-Ins, recent change in family, job status, people who have been close to previous rector/vicar or interim)
22. Tour of the local hospital.

Personal:

1. Make sure the rectory is in "move in" condition.
2. Arrange for contacts with local schools, doctors, dentists, vets.
3. Gather information on local stores based on the personal preferences of the new priest and his or her family (good music store, organic grocer, needlepoint shop).
4. Buy the new priest a subscription to the local newspaper.
5. Arrange for meals to be brought over for the first several days after the move. (These can be in the refrigerator when the new rector/vicar and her/his family arrive.)

Remember the new rector/vicar is not someone coming to fill a vacancy; you have invited someone into your lives. Make your new priest feel welcome without overwhelming her/him.