



## End of Ministry Guide for Clergy

**The Preparation of an exit report is expected before the incumbent leaves a parish.**

### **What should be left for the new Incumbent**

- A personal letter from you to welcome the new incumbent can be an assuring blessing to a new leader. As you are comfortable, take time to share your reflections about the parish, including any concerns as well as your understanding of what the parish needs to do moving forward.
- Include some comfort points such as good places to get food, a good haircut, find a doctor or dentist, ice cream; take a walk or find the school or town hall ....
- A binder compiled with this information would be helpful. If something is left undone, make sure the new incumbent knows about it!
- Emphasize the need for hospitality and a warm welcome for new clergy and their family.
  
- A copy of the current parish profile
- A Copy of the Diocesan Handbook and Constitution
- A list of each Church and buildings in the parish.
- A list of all the wardens, with full contact information
- A list of all leadership positions, with full contact information
- A list of lay leaders that includes all Presidents, Eucharistic Ministers Altar Guild members, Sides persons, Acolytes, and Servers etc. Include full contact information and current schedules.
- A list of all your up-to-date community responsibilities.
- A list of the parishes in your deanery and contact information for each one.

- A list any of commitments (baptisms, weddings, funerals) that are scheduled to occur after your closing date for which alternate arrangements must be made. Provide full contact information for each person. **All applications for future events should be included with this list.**
- Describe unique parish customs around worship - especially weddings and funerals.
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- A list of those in hospitals, nursing homes, assisted living facilities, and shut ins. Outline who expects to be visited and with what regularity. Be sure there is a list of the names, addresses and contact information for these.
- Share as far as confidentiality allows, important pastoral concerns in process where people may be looking for follow up. This would include the terminally ill, and the bereaved.
- Ensure a confidential passage of Anglican Charitable Foundation information.
- Note any preplanned funeral arrangements or other events and where the information is filed.
- Prepare a calendar of confirmed events for the upcoming year, including Episcopal visitations, special parish events, graduations, stewardship, and regularly scheduled meetings.
- Leave clear guidelines about your congregation's participation in community or ecumenical services, as well as their expectations about preaching and hosting future events.
- Balance the discretionary fund if you have one, and turn it over to the treasurer.
- Make a list of any special funds and signing officers, including scholarships and other parish or congregational financial commitments.
- Prepare a file of audits, parish or congregational reports, including annual reports, copies of budgets and financial statements for the past three years.
- Ensure that all parish and congregational registers are up to date.
- Prepare a file of service handouts and or bulletins for the past two years.
- Prepare a file of current agreements and contact information for all groups that use the buildings.
- Note the location of parish tools or equipment.
- Note the location of pastoral supplies, home communion set, chrism, last year's palms, the advent wreaths, etc.

O God, you have bound us together for a time as priest and people to work for the advancement of your kingdom in this place: We give you humble and hearty thanks for the ministry which we have shared in these months now past.

We thank you for your patience with us despite our blindness and slowness of heart. We thank you for your forgiveness and mercy in the face of our many failures.

Especially we thank you for your never-failing presence with us through these months, and for the deeper knowledge of you and of each other that we have attained.

We thank you for opening feeding us abundantly with the Sacrament of the Body and Blood of your Son.

Now, we pray, be with those who leave and with us who stay; and grant that all of us, by drawing ever nearer to you, may always be close to each other in the communion of your saints. All this we ask for the sake of Jesus Christ, your Son, our Lord.

Amen.