

NORTHWESTERN OHIO DISTRICT
272 Jack Oak Rd.
St. Marys, OH 45885
419-394-4517 email - nwodist@bright.net

PASTOR'S RESIGNATION CHECK LIST

Dear Pastor Moore:

Now that you have resigned, it will be necessary for you to immediately care for the following items:

1. Prepare, with the church board secretary, a complete, up-to-date church membership list to be left for the new pastor (Manual 119.1).
2. Make sure that any financial obligations made by yourself to the church are taken care of.
3. Send the following items to the your district superintendent within the next week:
 - a. Your written resignation to the church board and district superintendent which should include the final date of your employment 30 days from your resignation to the church board (Manual 119).
 - b. A breakdown of your salary and benefits.
 - c. A list of church board members and their official position in the church.
 - d. A list of any financial obligations the church may have to you, i.e., salary, vacation, etc.
 - e. A written request for the District Superintendent to send your district transfer to a new district.
 - f. Any other information that your district superintendent may need to know in dealing with your church board and the local congregation.
4. *Transfer* the membership of your family members who will be going with you to the your new assignment.

Sincerely yours,

Larry R. Fairbanks
District Superintendent
LRF:sf

