

Appendix O

Checklist

The following is provided as a checklist for documents that could be included when the official call is mailed to the candidate chosen by the congregation:

- Cover letter summarizing packet contents and indicating name, phone number, mailing address, and email address of congregational contact person (see worksheet: Sample Cover Letter)
- Call papers accurately and wholly prepared with appropriate signatures
- Current congregation Constitution/Bylaws
- Current congregational vision, mission, values, and goals
- Current congregational budget
- Existing congregation structure and ministry flow chart
- Current congregation personnel handbook
- Sunday bulletins for the past three weeks
- Congregation newsletters for the past three months
- Any special mailings from the past three months
- Recent congregational picture directory
- The Mission and Ministry Inventory
- Materials about the congregation's ministries
- Brochures and bulletins of most recent Christmas and Easter services and special musical presentations
- Promotional materials, etc. of the congregation (audio, video, or print)
- Appropriate community information obtained from the Chamber of Commerce

Within two days of the congregation meeting extending the call, expedite via overnight mail completed documents to Pastor-elect and other pertinent information.