

# TRANSITION CHECKLIST

## WHO'S DOING WHAT?

**This page contains a table detailing all the tasks that need managing in a benefice during a period of transition. It's a practical tool, intended to help you prepare for a period without a parish priest. But you should also view it as an invitation to explore your vision for your benefice, and help all God's people discern His call upon their lives.**

Use this checklist and take copies to your initial meeting with the Archdeacon. With the help of your current priest try to give some time to allocating these tasks, so that you know exactly who is responsible for them once your parish priest leaves. Then display the checklist in church, being sure to review it regularly.

TASK	WHO?	CONTACT
1. Drawing up service rotas for the benefice/parish and arranging cover when needed.		
2. Preparing for special events in the liturgical year (e.g. Carol Services, Holy Week and Easter, Harvest Festival).		
3. Dealing with emergency calls, and coordinating a response (this may be a good role for a priest or Reader in the benefice).		
4. Dealing with Baptism enquiries, coordinating baptism preparation, booking services and ensuring clergy availability.		
5. Baptism visits.		
6. Dealing with wedding enquiries, completing banns forms and banns certificates, booking services (including bells, organists, priest, etc.) and sending quarterly marriage returns to the Registrar.		
7. Marriage preparation.		
8. Dealing with funeral enquiries (note: the Rural Dean has responsibility to help with this).		
9. Funeral visits and follow-up pastoral care.		
10. Passing requests for monuments in the churchyard to the Rural Dean, and liaising with families who make enquiries in this regard.		
11. Pastoral visiting, especially of the sick, dying and bereaved. It is helpful to have someone who can coordinate this provision in the parish or benefice, with a team of trained people to undertake pastoral visiting.		
12. Reimbursing visiting clergy/Reader expenses and fees for leading services in the transition.		
13. Contacting Savills to understand future use of the Rectory/ Vicarage.		
14. Arranging meetings to plan for the appointment process, including liaising with Diocesan officers.		
15. Arranging PCC/Benefice Team meetings, chairing them and taking minutes.		
16. Managing access to important paperwork, such as Quinquennial inspection reports and faculty applications.		
17. Dealing with church correspondence, including utilities bills and insurance certificates, as well as Health and Safety.		
18. Managing the parish newsletter/pewsheet/website. You may need a team of people to work on these things.		
19. Handling other fees and sending quarterly fees to the Diocesan Office at Church House.		
20. <b>Safeguarding</b> is the responsibility of the PCC and churchwardens, any concerns or issues should be shared with the Diocesan Safeguarding Adviser.		

