**ADMINISTRATIVE CHECKLIST**

***What you need to know, locate, access….***

# All keys, security codes, phone/computer access codes

# Website logon – Pastor’s Blog or other pastor sections

# Church By-laws (with last revision and approval dates)

# Session Minutes: Where kept; Approved? With or without Exception?

# Membership Directory, update forms/process

# Treasurer’s Reports, current and previous year Budget

# Expense reimbursement process (vouchers)

# Annual Reports

# File Retention policy

# Insurance policy, agent contact, incident/other report requirements

# Weather (and other) Emergency Notification system

# Child Protection Policy (with last revision and approval dates) (Presbytery’s requirements)

# Personnel Policies (with last revision and approval dates)

# Job Descriptions (with last revision and approval dates)

# Staff Evaluation process (including for Pastor) – Pastor’s responsibilities

# Books of Order (current) and Confession – where kept, who gets

# List of Officers, Committee Chairs

# Staff contact list (and birthdays), work schedules

# History/schedule of staff meetings

# Church Calendar – procedure for maintaining, how/where published

# Important Dates (Session, Annual Meetings, etc.)

# All Church publications (and local ad’s)

# Visitor, New Member processes

# Church Directory (with unlisted #’s if possible), Last Picture Directory

# Church emails and Group email capability

# Current prayer concerns (hospitalizations)

# List of Homebound members, address, phone, birthdays

# Local Pastors Group-contact, email, meetings, shared projects/services

# Funeral Homes map/contact information

# Hospitals

# Nursing Homes

# Church and Local Aid information (Assistance, Benevolence, Crisis, Discretionary, Shelter) – Funds and request/allocation procedures

# Presbytery and Synod Information

## Executive

## Committee on Ministry Chair (Presbytery)

## Presbytery Meeting Schedule

## Website – links to Church and vice versa

## Interim/colleague support information