



Church Renewal Leave Checklist

- Clearly identify SPRC responsibilities
 - Manage church needs related to available resources
 - Promptly respond to rumors carefully when you become aware of them
 - Be careful with confidential communications
 - Work with other SPRC members to maintain good communication
 - Stay in close contact with other key leaders – lay leader, church council chair, annual conference delegate, finance chair, worship chair, etc.
- Identify and plan for key paperwork and activity dates to be sure someone is taking the lead on these responsibilities.
- Identify who will be covering preaching responsibilities, along with dates and appropriate remuneration. Pastor will get this information and contact info. to SPRC Chair.
- Identify who will be covering pastoral care responsibilities, along with dates and appropriate remuneration. Pastor will get this information and contact info. to SPRC Chair.
- Consider having a fellowship meal to send the “fill-in” pastors off with a thank you and perhaps another meal or celebration for the pastor upon his/her return.
- Identify a clear contact process for urgent communications within the congregation and to whom they will go depending on circumstance.
- Plan the communication process to the congregation – when, what, and how the congregation will be told about the leave, including dates and assurances about cost and duration. This plan should be kept positive in every way.
- Plan support for the pastor’s family, recognizing their needs and respecting their privacy.
- Plan training and/or a small group study to cover what leave is and how it benefits the pastor and the congregation. Big Sigh Ministries may be able to help.
- If not already in place, develop a long-term plan to care for the pastor when they return; examples: respecting weekly Sabbath, one week a year Spiritual formation time and one month Spiritual formation time away every quadrenium. This is not vacation time.
- Develop and commit to a consistent, church-wide prayer ministry to support the pastor while they are on leave.