



Renewal Leave Checklist for Pastors

Church Concerns

– Pulpit Supply

Name: _____ Phone: _____

Email: _____

– Pastoral Care Coverage

Name: _____ Phone: _____

Email: _____

– Any forms needing completion just before, during, or just after your renewal leave, (eg: Charge Conference, District Mission, Duke Endowment, etc.), finish them, delegate what you can and send to proper places.

– Communicate your leave to the church, what it is and what it isn't. SPRC/PPRC can advise you on how and when. Perhaps provide them with BSM's Renewal Leave brochure.

Family Concerns

– Make sure you answer their questions and concerns

– Plan when and if they might join you on leave

– Provide contact information for your family. How will they get in touch with you?

– Agree on best timing for this leave for you and them

Pastor's Concerns:

– Communicate your ideas for leave with your family

– Communicate with your DS your desire for renewal leave

– Get the DS's approval

– Communicate your desire for renewal leave with your SPRC/PPRC (Chair at least)

– BSM's Renewal Leave brochure and BoD 2016, ¶350.3.

– Get approval from your SPRC/PPRC

– Communicate your desire for leave and plans with your Church Council

– Get Church Council approval

– Apply for Grants and find other money sources

– Contact Big Sigh Ministries with any questions or if we can help you plan your leave

– Continue the Renewal Leave dreaming and planning process

– Make sure church leaders understand and are comfortable with their checklist duties