

A CHECK LIST FOR THE CHURCH THAT IS TO BE CLOSED

CHURCH:

CHARGE:

DS:

Abbreviation Key: LCT- Local Church Trustees; CCPM -Closed Church Property Manager;

CTR – Conference Trustee Representative

ACTION	BY	DATE BEGUN	DATE COMPLETED
Complete the Local Church Information Report and give to the DS	Pastor, LCT, Local Church Treasurer		
Pastor, local church trustees and custodian meet with closed church property manager and conference trustee representative to tour the properties to be transferred to the conference.	LCT,CCPM and CTR		
Prepare detailed inventory of furnishings and contents after the local church votes to close. Give inventory to DS within one month after the vote to close.	LCT		
Invite conference archivist to visit the church and collect archival materials.	Pastor		
Collect all keys of the properties and give to Closed Church Property Manager at the time when the properties are transferred to the conference	LCT		
Close safe deposit box and give contents to the DS	LCT		
Collect cemetery information – Plot plans, contracts, financial records, rules, etc.	LCT		
Provide DS with an updated membership list with contact information immediately after the Decommissioning and Celebration of Ministry service.	Pastor		
Close all bank accounts and send the remaining funds to the conference treasurer within 30 days of the Decommissioning service.	Local Church Treasurer		
Immediately after the Decommissioning service submit a change of address to the local Post Office sending all mail for a period of one year to the Susquehanna Conference Office 303 Mulberry Drive, Mechanicsburg, PA 17050.	Pastor LCT		
Pastor and local church trustees meet with the closed church property manager and the conference trustee to transfer the church property to the conference board of trustees	DS		

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