



Diocese of Montreal – Anglican Church of Canada

Signing Out-Process as an incumbent prepares to leave a parish

*(to be completed by the Incumbent in conjunction with the
Parish Wardens and reviewed with the Regional Dean)*

LISTS AND SCHEDULES

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|---|--|
| <input type="checkbox"/> an up-to-date mailing list for the parish, including names, addresses, telephone numbers. | <input type="checkbox"/> a file containing information of a strictly confidential nature concerning the pastoral care of members of the parish. The file should be sealed and handed over to the Regional Dean who will pass it on to the newly-appointed priest upon his/her arrival in the parish. |
| <input type="checkbox"/> a list of parishioners, including names of those who are active and those who are inactive in the life of the parish. | |
| <input type="checkbox"/> information re dates of births, baptisms, first communions, confirmations, weddings for members of the parish family. | <input type="checkbox"/> a parish calendar that includes all events scheduled for the next twelve months. |
| <input type="checkbox"/> a list of those persons recently baptized, confirmed, married, bereaved or in any other pastoral situation requiring appropriate follow-up. | <input type="checkbox"/> a parish directory, including names and telephone numbers for all in positions of leadership in the parish – Wardens, Parish Council, Chairs of Committees, Chairs of Groups, Organizations that meet in the parish. |
| <input type="checkbox"/> an up-to-date list of all scheduled baptisms, first Communions, Confirmations, Marriages, the final details of which are to be arranged with the priest-in-charge. | |

FILES

The following are up to date:

- ☐ Parish files
- ☐ Council files
- ☐ Committee files
- ☐ Programmes
- ☐ Properties
- ☐ Parish Registers, including the Vestry Book
- ☐ Personal files have been removed

INFORMATION

- ☐ Budget
- ☐ about safe or vault in parish
- ☐ about safety deposit box

MISCELLANEOUS

- ☐ A set of clearly tagged keys for the priest-in-charge
- ☐ The rectory has been inspected in accordance with diocesan procedures and up-to-date information on its condition and necessary repairs/renovations is now available
- ☐ It is understood that contact between the outgoing pastor and parishioners of the previous charge should be confined to the normal social relationships involved in personal friendship. Anything of a specifically pastoral nature (hospital visits, and participation in baptisms, weddings and funerals) should only be undertaken with the specific approval of the new pastor, and preferably at his or her initiative.

I have checked each item as completed and gone over this checklist to the satisfaction of the Parish Wardens.

Date _____ Parish of _____

Outgoing Incumbent _____

Wardens _____

Approved by _____

Date _____ Regional Dean _____

Copies (1) to be retained in Parish
(1) issued to the Archdeacon by Regional Dean
(1) issued to the Priest-in-Charge by Regional Dean