

PARISH OFFICEHOLDERS' 'HAND-OVER' CHECKLIST

Matter	✓
Read the brochure ‘What does the position of Churchwarden or Parish Councillor involve?’	
Review the most recent parish council minutes	
Change bank account signatories. If you hold Glebe accounts, click here for the appropriate forms	
Locate and review the ‘Parish Risk Management Program’ folder and the parish’s latest risk assessment schedule	
Review the 2007 financial accounts and 2008 budget	
Review any current or pending property transactions	
Read the latest Diocesan Remuneration Guidelines and understand how your ministry staff are remunerated	
Review the ‘Employment Relations Guidelines for Parishes’ (distributed to all parishes in June 2007) and any employment contracts in place.	
Visit the ‘For Churchwardens & Parish Councillors’ web pages, especially the resources produced from the 2007 Church Administration Conference	
Review the status of the lodgement of the 2007 Annual Financial Return , 2007 parish statistics, other annual returns and Vestry meeting election notifications which are due for lodgement by 15 April 2008	

This is not an exhaustive list of all the matters that may be relevant to your parish but should provide a good ‘snapshot’ of how the parish operates and what matters may need to be addressed in the short term.

If we can be of any further assistance in understanding your responsibilities please give us a call.