

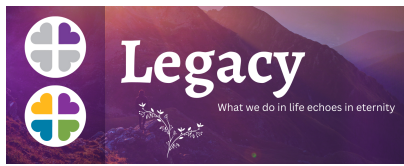
Ministry Completion and Legacy Process

General

- Create a Ministry Completion and Legacy Team
 - Create task teams as needed
- Review Resources
 - Facing Your Church's Uncertain Future
 - Good Practices for Closure and Legacy Process
 - Review Practices, Assumptions, and Attitudes to Avoid
 - Worship Resources
 - Additional Resources
 - Living Legacy Workbook
- Contact Conference and Association about available resources.
- Seek professional guidance as needed
 - Legal
 - Real Estate
 - Financial
- Review church constitution and bylaws
- Review quorum requirements
- Create a timeline
 - Congregational discussion and vote to become Legacy Church
 - Congregational discussion and vote on closure and asset distribution
 - Notification to outside organizations that rent or use facilities
 - Disposition of property and real estate
 - Cleaning and clearing out buildings and property
 - Preparing church building for being vacant, if necessary
 - Demolition of property, if necessary
 - Archiving church records and historic materials
 - Date for celebration of ministry and closing worship
- Authorization of decision-making group following closing worship

Worship

- Plan Celebration of Ministry
- Plan Service of Release for Pastor



Membership Care

- Communication
- Assist people with continuing their discipleship/faith journey in new settings
- Arrangements for care of shut-ins and other special cases

Financial Matters

- Create a budget – see budget checklist
- Inventory all financial assets
 - Review all donor restrictions on use of gifts. Restrictions are permanent, even after church closure.
- Inventory all financial obligations
 - Debts, leases, rental agreements
- Build a Legacy: Plan for distributing assets
- Maintain appropriate insurance coverage throughout process

Property and Real Estate

- Inventory all church property and real estate
- Gather deeds and other ownership records
- Review any restrictions. **Note:** Cemeteries, columbaria, and memorial gardens requires special care. Review laws and regulations.
- Appraise property. Use an independent, commercial appraiser
- Inventory all furniture, fixtures, and equipment, including worship resources
- Consider options for disposition of property and real estate
- Plan for disposition of all furniture, fixtures, and equipment, including worship resources
- Clean out facilities
- Prepare facilities for being vacant, if necessary