

# Phase 0 Check List

**Parish Family:**

**Completed by:**

**Liaison:**

## Assumptions

- Planning will be done to ensure a smooth transition for parishioners.
- The important rituals and activities for parish identity will continue.
- Continuous communication within the parish community should be ensured.
- Pastoral Councils and other consultative bodies should assist with goodbye/welcoming activities where possible.
- Prayer for the outgoing and incoming pastoral leaders should be regular occurrences at liturgies.

Activities		Date to be completed	Actual Completion	Notes
<input type="checkbox"/>	Clean up parish archives	June 30, 2024		
<input type="checkbox"/>	Complete other general parish "spring cleaning"	June 30, 2024		
<input type="checkbox"/>	Determine location for pastor and vicar initial payroll cost.	June 30, 2024		
<input type="checkbox"/>	Determine pastor residence	June 30, 2024		
<input type="checkbox"/>	Determine point person for Partners comms	June 30, 2024		
<input type="checkbox"/>	Complete Transition Workbook	June 30, 2024		
<input type="checkbox"/>	Complete "Tell Us Your Story" exercise	June 30, 2024		
<input type="checkbox"/>	Establish regular and frequent communication with parishioners	June 30, 2024		
<input type="checkbox"/>	Sacramental Emergency Plan created	June 30, 2024		
<input type="checkbox"/>	Mass time adjustments finalized and announced (as needed)	June 30, 2024		
<input type="checkbox"/>	Integrate prayers for outgoing and incoming pastoral leaders into liturgies	June 30, 2024		
<input type="checkbox"/>	Organize a farewell event for outgoing pastoral leaders (including vicars and deacons as relevant)	June 30, 2024		
<input type="checkbox"/>	Organize welcoming event for incoming pastoral leaders (including vicars and deacons as relevant)	June 30, 2024		

