

**Interim Minister's Entry Checklist**  
*provided by the Salem Interim Leadership Team*

- What major program events are coming up?
- Does this church usually follow the Christian liturgical calendar?
- Is there a local church calendar?
- What are this congregation's most important customs, holidays, and annual events?
- What individuals and families will need pastoral attention during the first two or three weeks?
- Is there a system for notifying the interim pastor of pastoral care needs? (If there is no such system, one should be established.)
- Where are the hospitals most commonly used by church members?
- Where can the interim find a map of the community?
- Where are the funeral homes and what does the interim need to know about local funeral directors?
- Does the session have a policy about funerals held in the church building?
- What are this congregation's policies and practices regarding weddings, baptisms, and funerals, the use of the building, and church equipment?
  - Are those policies different for outside organizations and individuals?
- What ecumenical relationships does the congregation maintain?
  - Is there a local ministers' association or a council of churches?
- What community relationships are important to the church?

Adapted from *The Interim Minister's Manual*, Alan G. Gripe.