



## Tauiwi Stationing Manual

---

### Parish Orientation Checklist

# What does a minister need to know, coming into your Parish?

---

It is a good idea to have someone who knows the workings of the parish to assist the new minister. As a helpful guide, in the first week, contact should be made every day. After that at least twice a week for the next 5 weeks. This should, of course, be negotiated with your new minister.

Here are some helpful ideas that may prompt your thinking about an orientation for your new minister. The attached sheet could be filled out and given to the minister when they arrive

#### **HOUSE / TOWN**

- When minister first arrives make sure the house has the basic supplies (e.g. Kettle, sugar, milk, tea, coffee etc)*
- Keys, alarm codes, security companies contact details
- House phone number
- Rubbish collection days
- Water heating (Gas/Electricity)
- How do you get things fixed in the manse / parsonage? Contact details etc
- Recommended shops / cafes / takeaways
- Town / City map

#### **PERSONAL**

- Stipend – Details to be sent to Methodist Church of New Zealand Administration Division
- Reimbursement Process (Mileage, Books, resources, etc)

#### **CHURCH**

- Make sure the Church signage is updated with the Ministers name, phone number etc.
- Tour of the building
  - Computers, copier, printer etc – Make sure they have their codes etc (How things work – Systems & Resources)
  - Stationery – where to get it, etc (Account details etc - Stationary)
  - Parish Letterhead, envelopes, stamps, etc
  - Baptism / membership registers
- Keys, alarm codes, security companies contact details
- Church phone & fax numbers
- Mailing address (P.O. Box)
- Physical address
- Email address (Login & Password)
- Website + who updates it etc

- Communication (Newsletters / Bulletin frequency) ; fax / email preferences
- Updated Church Directory
- Parish Strategy & Mission
- Last Parish review
- Last Parish Council meetings & minutes
- Budgets
- Dates for the year / Church calendar
- Any written history
- Tour of all property + stationary shops & mail box

**PEOPLE**

- Meet Parish Council
- Meet Treasurer
- Parish phone number & contact list
- List of important phone numbers (Parish Council, stewards, treasurer, etc)
- Contact details for other ministers in the area.
- Committees contact details, any set meeting dates or cycle, minutes, expectations of minister, etc.

**SYNOD**

- Superintendent
- Secretary
- Treasurer
- Synod Meeting Dates / Venues
- JRC Dates (If Co operating Venture)
- Partner churches Contacts (If CV)

We are looking forward  
to working with you.

**THINGS TO FIND OUT**

- Preferred days off  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Intended holidays, study leave, etc for coming year  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Family Birthdays  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Bank Account details for stipend/reimbursements  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other notes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_