

A transition checklist for Conferences and presbyteries/consistoire/districts

As Conference and presbyteries/consistoire/districts begin to wind down operations in 2018, here are some of the things that need to be done.

- What plans are being made for your final gathering as a body?
- How will you show appreciation to volunteers?
- How will you show appreciation to staff?
- What are the messes that need to be cleaned up before winding down?
- What are the outstanding issues that need to be resolved by the region?
- What on-going commitments have been made that need to be communicated to the new region?
- What material is to be sent to the Archives?
- What employee contracts need to be terminated or made known to the new regions?
- Have the utility companies been notified (equipment or premises)?
- What leases need to be terminated?
- What policies specific to your Conference or presbytery need to be passed on to the new region for information, e.g. a percent of property sales to archives or some other purpose?
- What files need to be archived, culled, destroyed, sorted to the region?
- Financial records (check with Erik on this)
- Closing down financial matters (check with Erik on this)
- Forward mail to new address
- Is there congregational information to be passed on, e.g. current chair of governing body and Board of Trustees, history of congregation including amalgamations, cemeteries, proper land registration?
- Contact the Marriage Office to up-date governing officials
- Will communication tools need to be shut down, e.g. websites?
- Are there common-use agreements that need to be addressed, e.g. universal membership in AVEL, video licences?
- Approval of final sets of minutes
- Preparation of final Record of Proceedings
- Are you an Affirming Ministry?
- Have you produced particular resources that can be shared?
- Do an inventory of office supplies, furniture, etc. Then what happens with all this stuff?
- Have you created any forms for specific purposes that can be shared with the region?
- Have you been providing grants for any purpose? Are there funds to be passed on to the new region for those purposes?

Timelines

- November, 2017 – GCE confirms contents of “Governance and Shared Services” and “Mission and Ministry”
- January 10, 2018 – Boundaries Commission releases initial report
- March 15 – Boundaries Commission releases final report
- TBD – regional secretaries appointed provisionally
- Spring – final meetings of Conferences (determined by each Conference)
- June – gathering of financial corporations and Conferences/presbyteries with financial assets
- July – GC43 meets and decides whether to enact remits
- August – regional secretaries appointed
- Fall – final meetings of presbyteries (determined by each presbytery)
- Fall – initial meetings of new regions (format/content TBD)
- Fall – current staff eligible to apply for regional positions
- TBD – timing of when notice is given to non-continuing staff
- Fall – regional staff appointed
- Fall – interim governance structure for regions established
- December 31 – Conferences and presbyteries come to an end
- January 1, 2019 – new regions come into existence

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