

Records Transfer Checklist



Personnel Records

- Candidacy: application forms
- Candidacy: transcripts / education verification
- Candidacy: background checks / clearances
- Candidacy: references / recommendation letters
- Candidacy: interview notes
- Candidacy: acceptance/denial notices

Clergy files — Personnel copy

- Appointment letters
- Ordination / licensing records
- Annual performance reviews
- Compensation & benefits records (pay stubs, tax forms)
- Continuing education / professional development
- Leave requests and approvals
- Disciplinary actions (if any)

Clergy files — Supervisor copy

- Supervisor evaluation forms
- Pastoral care / mentoring notes
- Communication logs
- Succession / transition notes



Charge Conference Records

- Minutes of meetings (dated & signed)
- Agendas and supporting materials
- Reports presented (finance, committees, staff)
- Membership rolls / attendance lists
- Votes and resolutions recorded
- Action items and follow-up notes
- Annual statistical reports
- Approval documents for clergy appointments

Parsonage Records

- Parsonage deed / title or lease
- Lease or occupancy agreements
- Inventory of furnishings & appliances
- Maintenance and repair records
- Utility bills and payment records
- Insurance coverage for parsonage
- Move-in / move-out condition reports
- Keys and access records



Church Files — Legal & Property

- Current deed(s) / title(s)
- Title search / history
- Property surveys / plats
- Articles of incorporation
- Bylaws and amendments
- EIN documentation
- Grant applications
- Grant award letters / contracts
- Grant reports and deliverables
- Financial records tied to grants
- Easements, leases, and rental agreements
- Building permits and inspection records
- Insurance policies and claims
- Historic / preservation documentation (if applicable)

Lay Servant Ministries

- Training rosters and certificates
- Course materials and syllabi
- Records of completed requirements
- Rosters of active lay servants
- Reports submitted to church leadership
- Correspondence related to assignments and outreach

Minutes & Letters — District Boards, Committees, Commissions



- Minutes of meetings (dated, signed, filed)
- Agendas and meeting packets
- Correspondence and official letters
- Reports submitted by boards/committees
- Rosters / membership lists
- Action items and follow-up documentation
- Records of votes / decisions
- Policy and procedure documents produced

Financial Records

- Invoices and receipts
- Bank statements and reconciliations
- Donation records and contribution statements
- Payroll records and tax filings
- Budget documents and revisions
- Annual audit engagement letter
- Audit findings and management responses
- Supporting schedules and working papers
- Expense reimbursements
- Contracts and vendor agreements
- Financial policies and internal controls