

Pastoral District Audit & Acquaintance Tips

Questions to ask and things to do during the first days or weeks in a new district.

- [] Meet with the first elder. Get acquainted. This will be your right hand person.
- [] Ask for the financial statement. *Meet the treasurer*
- [] What is the cash at bank?
- [] Find out where is the bank account. Become a principle signatory
- [] Who takes the money to the bank on Sabbaths?
- [] What are the liabilities (loans)?
- [] What is the budget for this year and the previous year. *Treasurer*
- [] List of membership *Church Clerk*
- [] List of church officers *Church Clerk*
- [] Is there a church theme for the year? Are they aware of the IAD and GC themes?
- [] Inspect the structure of the church with the first elder.
- [] When was the last evangelist series? Who spoke?
- [] How many at-home members?
- [] What are the names of the at-home members? Visit them within two weeks.
- [] What are the assignments of the elders?
- [] Is there a married couples' fellowship?
- [] Is there a singles fellowship?
- [] Is there a Pathfinder Club? When does the Pathfinder Club meet?
- [] Is there a soup kitchen? If so, when?
- [] Is there a community service program?
- [] Is their a paid custodian? If so, what is the salary?
- [] When was the last church clean up day?
- [] Are there Sunday evening services?
- [] What times prayer meeting begins?
- [] Did the previous pastor have office hours? If so, when?
- [] Are there individuals ready for baptism now or interested persons?
- [] Are there persons currently taking Bible Study?
- [] When was the last business meeting

Getting Acquainted With the Community

- [] Visit or seek to make contact of all pastors of all faiths within your district. Introduce yourself as the new Adventist pastor. Give them your contact information and offer to be assistance when ever possible. Have a business card. Be professional. Get telephone and email contacts.
- [] Seek to know as soon as possible the following district/island leaders: Police, Education, Island Administrator, Commissioner, Health, Medical, Government, Social, Business. Make a courtesy call to each one.
- [] Find out right away where the doctor's office is or clinic to enable you to respond better when there is an emergency. Know where is the dock and times the mail boat comes in and leaves.
- [] Establish the following week days: Regular visitation day(s), church office day(s), family day, Off day.
- [] Keep close contact with schools and the principals. Offer to speak to gatherings, assemblies, where possible. Inquire if there is a local radio station or newspaper. Try to use in your ministry.