



Making Tracks Checklist

A Checklist designed to assist Faith Communities who are making difficult decisions about their future, to stay on track.

Beginning the Process

(Optional Actions + Notes)

- ☐ **Have a frank discussion** about the future at your leadership level
- ☐ **Make a vestry recommendation** – close, or stay open (minute this)
- ☐ If recommending to close, call a **church meeting**
- ☐ **Make a decision** (minute this)
- ☐ **Make a request to the Bishop** to dissolve, sell a property, form local church (etc.) (include meeting minutes)
- ☐ **Begin any other process required** e.g., Property Commission

- ☐ **Identify an external chair** for the meeting

(A decision to close will be confirmed by the Bishop-Diocesan Council and ratified at Synod).

Remembering and Moving On

- ☐ Arrange opportunity for church to **share their stories**
- ☐ **Clarify vision** of “what happens next”
- ☐ **Organise pastoral** visitation/contact
- ☐ **Explore options for integration** into new faith communities

- ☐ Arrange **external facilitator**
- ☐ **Organise for photos/video recordings** of this occasion
- ☐ Arrange **external facilitator**
- ☐ **Contact** the Diocesan Community Enabler for assistance:

enabler@calledsouth.org.nz

Practical Matters: Closure/Secularisation

- ☐ **Provide a plan** to the Bishop for when building secularised (as per Statute 3)
- ☐ **Complete a Terrier** – and contact Diocesan Office: registrar@calledsouth.org.nz to share this.
- ☐ **Remove and gift** liturgical furniture/stained glass.

(Note: you may want to wait until the church has been secularized before removing some items)



- ☐ **Other furniture/movable items:** offer to others or sell.
- ☐ **Prayer books, hymnals:** keep or give away?
- ☐ **Columbarium?** If you have this, follow the Alternative Actions:
- ☐ **Keep** – arrange storage
- ☐ **Give away** – make arrangements
- ☐ **Identify lead person** for this process
- ☐ **Identify and contact family members** about relocation
- ☐ **Identify alternative locations** for internment
- ☐ **Contact local funeral director** for assistance
- ☐ **Remove human remains** including using appropriate liturgy
- ☐ **Burial Ground?** Contact the Registrar
registrar@calledsouth.org.nz
- ☐ **Vestry/church records:** contact the Registrar for advice: registrar@calledsouth.org.nz

Practical Matters: Dissolution of a Parish

- ☐ **Confirm** if it is to be dissolved or parts formed into local churches
- ☐ **Local Churches:** confirm these via Bishop and Diocesan Council
- ☐ **Contact the Bishop** to arrange any closing services
- ☐ **Arrange for any other paperwork** (financial records etc.) to be transferred to the **Diocesan Office**

Contact the Diocesan Registrar for assistance:

registrar@calledsouth.org.nz

Telephone: 03 488 0821



<https://www.calledsouth.org.nz/making-tracks/>

