

**Center for Church Renewal**  
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# **ESSENTIALS CHECKLIST**

Council votes on presenting a motion to the congregation to “complete and bless”

Articles of Incorporation are reviewed to determine conditions set forth in the dissolution clause

Classis is notified of the council’s desire to bring a motion for completion to the congregation (see C.O. 38).

The congregation votes on closing and approves trustees to oversee the process (minutes must be kept)

- Determine the vote total necessary to pass a motion to close
- Develop the language that will be on the ballot
- Approve trustees (can be council or members of the council) to guide the completion process
- Approve the process by which the closure will take place

The trustees meet to begin the process of completion

- Officers of the board of trustees are named
- An attorney is retained to assist with all necessary legal documentation
- A realtor is retained to assist with the sale of property
- A completion coach is retained to assist with the closing journey (this is optional)
- Individuals or teams are assigned to address completion tasks
  - An Assets & Legacy Team
  - A Legal & Property Team
  - A Pastoral Care and Celebration Team
- A post completion plan is drafted to determine if there will be a merger, restart or simple dissolution
- Target dates for completion are determined
- A plan is drafted to provide for church staff including actions on ministerial credentials and severance.

The Legacy Council meets regularly (this council consists of key leaders from each team and the trustees)

Communication with the congregation continues on a regular basis

A second official congregational meeting takes place to finalize all items related to closing including:

- Will there be a merger, a restart or simply allow members to choose their membership destination?
- Where will the legacy assets of the congregation be distributed?
- When will the final celebration and closing of the congregation take place?
- Who will be entrusted with the final items related to the closure of the ministry?

Completion events take place

- Typically, a gathering takes place to celebrate the story of the congregation and welcome back former members and key leaders in a memorial of thanksgiving.
- A final worship celebration is conducted.

All items necessary to close are completed

- Memberships are transferred
- Building is sold
- Assets are distributed
- Legal entities are notified of closure (classis/denomination & governmental)
- Board of trustees are disbande

## CONTACT INFO

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