

Ending Well
Congregational Disbanding Check-List



(Check once complete)

- 1.** Have you read through *“The Handbook for Communities of Faith, First Dawn Eastern Edge Regional Council, Matters of Property, Property Purchases, sales, leases, renovations, amalgamations, closing and Endings”* Pages 16-32

- 2.** Before making the decision to Close/Disband as a congregation have you considered Amalgamation with another community of faith/Pastoral Charge? Have you contacted the Future Directions Team to discuss other options for viability, cooperative ministry with another United Church in the area, or a shared ministry with another denomination in the community and any other alternatives?

- 3.** Your governing body (council/board) have decided that the only alternative is to close:
 - a. Have you consulted with the Community of Faith?
 - b. Have you contacted Pastoral Relations to seek Guidance?
 - c. Have you consulted with the other points on the Pastoral Charge (if applicable) to inform them that you are considering making this decision.

- 4.** To make the decision: (See United Church Manual G.1.5)
 - a. You must call as congregational meeting with the appropriate notice making sure the Called/Appointment Minister or the Pastoral Charge Supervisor is informed of the meeting and can attend.
 - b. At the meeting adopt a resolution to disband the congregation and dispose of its assets.
 - c. Write a letter to the Pastoral Relations Committee, requesting approval to disband. The letter should include, the minutes of the congregational meeting, a suggested date for disbanding and a date for closing worship service.

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- 5.** The Community receives a letter from the Pastoral Relations Team, with the decision. (The Pastoral Relations Committee will copy the Property Team to alert them to the decision)

- 6.** The Trustees make a list of the assets of the Community of Faith, and a suggested plan for disposal of all assets. This list should include all congregational property such as: Land, buildings, any other land rights, money, bank accounts, investments, furniture, and all equipment.

- 7.** The Trustees seek approval of the proposed disposal from the governing body.

- 8.** The Trustees then send the approved proposal to the Property Committee for approval (see Manual 2021 G.2.3) and Handbook page 27-38

- 9.** The Trustees act on the disposal of assets once permission has been granted.

- 10.** The Community of Faith will need to help congregants decide on their membership, to do that see Handbook page 18-19 paragraph (e).

- 11.** Congregational Records that are not shared by the Pastoral Charge will need to be forwarded to the Archives, see handbook page 19 paragraph (f)

- 12.** Pastoral Relations will work with the Minister/Supervisor to plan the closing service.