

**District Superintendent  
Post-Take-In Meeting Follow-Up Checklist**

1. Follow the announcement guideline for new appointment
2. Notify Director of Diversity Development and Inclusion & CORR about new CR/CC appointment after the announcement was publicly made.
3. Agenda of the initial onboard meeting
  - a) The first part of the meeting is a meal with S/PPRC, incoming pastor, DDI, and CORR. As an alternate, S/PPRC may meet at the church without a meal. In this case, DS may arrange a meal with DDI, CORR, and the incoming pastor.
  - b) The second part is the congregational meeting at the church. All members are invited to meet the new pastor.
4. Schedule a date by coordinating with DDI, the incoming pastor, and S/PPRC chairperson.
5. Make a reservation for a meal with S/PPRC, DDI, CORR, and the incoming pastor. DS is expected to take care of the bill.