

**Onboarding Meeting Preparation Checklist for District Superintendent
Or
Ten Steps to a Successful Onboarding**

	1. As soon as CR/CS appointment is made notify DDI by email
	2. Make sure SPRC (s) and Church/Charge are participating in the Spiritual Preparation found on the Cross Racial/Cross Cultural Appointment page
	3. Set up onboarding date with for SPRC (s) and Church/Charge Contact SPRC Chair (s) to set up day and time (preferably same day)
	4. Give church leadership church announcement sample
	5. Select local restaurant for SPRC meeting and make reservations
	6. Communicate selected restaurant back to SPRC Chair (s)
	7. If there is no local or convenient restaurant have food catered in (for example, pizza, hoagies, salads, etc.)
	8. Contact DDI with dates, times, and places (restaurants with address, church name and address)
	9. Contact new pastor-pastor and her/his family is invited also
	10. Take the time to familiarize yourself with the "Onboarding Process by Coordinator of Diversity Development and Inclusion" document found on Cross Racial/Cross Cultural Appointment page