

Arriving Minister Check List

Arrange to perform the Pre-Arrival Check on the manse at least one month before the Minister's expected arrival date.

- 1) On the day of arrival:
 - a) The appointed person meets the Minister at the manse and hands over the keys (including any alarm code) and the Manse Folder.
NB: Keys for garage, shed or gate padlocks, and window locks.

The Minister should be made aware that a set of keys is stored in the safe of the Church and will only be used with their permission or in emergencies.
 - b) Read the gas & electricity meters and remind the arriving Minister to expect "Welcome Letters" from the utility companies and to then open accounts in their name. It would also be a good opportunity to read the water meter, if appropriate.
- 2) Inform the Insurance company that the manse is now occupied and ask whether the Insurance Premium will be reduced.
- 3) Inform the local Council that the manse is now occupied.
- 4) Submit the final readings to the gas & electricity utility companies and close the Church accounts.