Contingency Checklist for Clergy

In response to Bishop Gates’s call to congregational clergy to make contingency plans in case you fall ill, your regional canons and deans commend this checklist to you.  May you be safe and well!

Dean – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regional Canon -

Central: Carol Gallagher 857-343-0000 [cgallagher@diomass.org](mailto:cgallagher@diomass.org)

Northern & Western: Martha Hubbard 978-973-7555 [mhubbard@diomass.org](mailto:mhubbard@diomass.org)

Southern: Kelly O’Connell 661-388-1107 [koconnell@diomass.org](mailto:koconnell@diomass.org)

**Church/Parish Needs**

1. Who is a local clergy colleague (or several) who can share in the pastoral needs?
2. What nearby congregations are broadcasting services which parishioners can watch (or attend once restrictions are lifted)?
3. Make sure wardens have access to the office and files (paper or electronic) for any needs that arise. Where are they and what are the instructions/passwords?
4. Ensure clear communication between wardens and staff/volunteers for vital ministries. Who is to be in charge of communications?
5. Ensure that vital information is shared like passwords, bank accounts, etc.

**Personal Needs**

1. Who will take care of you if you are homebound?
2. What is the plan to care for children? Other dependents?
3. Who will take care of pets?
4. List family phone numbers so friends, colleagues or wardens can be in touch with them.
5. Make sure your family knows to alert your bishops:

Bishop Alan Gates: [lsimons@diomass.org](mailto:lsimons@diomass.org)

Bishop Gayle Harris: [dames@diomass.org](mailto:dames@diomass.org)

1. Who has access to your important documents?
2. Who can take care of your bills and other financial responsibilities?
3. Is your will updated? And where is it?
4. Have you made funeral plans? Who knows where they are?