



**ARWRC**  
ANTLER RIVER WATERSHED  
REGIONAL COUNCIL



**HFRC**  
HORSESHOE FALLS  
REGIONAL COUNCIL



**WOWRC**  
WESTERN ONTARIO WATERWAYS  
REGIONAL COUNCIL

## Checklist for Disbanding Congregations

This list is not necessarily the order in which things need to be done but checklist of things that need to be done.

- Governing body decides to bring a motion to disband to the congregation.
- Congregational meeting is held to consider a motion to disband.
- A committee of 3-7 people is appointed to oversee the work of disbanding,
- Congregational Support Commission is informed of the decision to disband and date of final worship service. Include a copy of the full minutes of the congregational meeting.
- Congregation recommends to the Congregational Support Commission UCC ministries to receive a percentage of closing assets based on the regional council property policy
- Provide opportunities to acknowledge all emotions being experienced by the congregation. (see worship resources)
- Trustees update inventory of assets including building contents
- Trustees arrange for the sale, donation or disposal of contents according to their market value
- Trustees sell the property
- Send registers (baptism, wedding, burial, historic roll), minutes and other documents to the UCC archives.
- Give each member a certificate of membership for transferring to a new community of faith
- Notify Pastoral Relations Minister of date for the end of the pastoral relationship
- Give notice to lay staff and arrange appropriate severance package.
- Give proper notice to ADP.
- Fill out Record of Employment forms, final employment tax documents etc.
- Ensure there are sufficient funds for all closing costs, for example payroll, celebration, building costs including possible demolition, transfer of records to the archives, paying out the year of your Annual Assessments, etc.
- Transfer all investments and funds to one bank account
- Issue last donor receipts.
- Fill out Asset disbursement form and send form and accompanying documentation to Administrative Assistant, Finance.
- Arrange to have Canada Post forward all mail to the regional council office for one year to ensure nothing is missed.
- File the final charitable tax and request a voluntary revocation of charitable status

Send financial records to regional council

Thank you for your care and dedication to these tasks