

Parish Redundancy Plan

We are navigating an unprecedented time, and face so many uncertainties during the COVID-19 pandemic.

While we never think that “it can happen to us”, it is vitally important that each parish have a redundancy plan. This includes having multiple trusted users for all accounts.

Should an illness or emergency affect a key leader in your parish, we are encouraging you to plan and prepare for what you will do.

Several key items to plan for are listed below:

Admin/Finance

- List all monthly bills, their account number and how they are paid (E.G. mail check, online, autopay)
- List all bank accounts, their account numbers, and who has access, who are signers?
- Identify where your church roster kept, is it current, who has access to it?

Communication:

- What is the logon information for Facebook? Who are admins? Do they each have the password? Any other social media accounts?
- What is the logon information for your website? Who are admins? Do they each have the password?
- What is the logon information for Zoom? Who are admins? Do they each have the password?
- What is the logon information for your newsletter? Who has it and have they shared the password? Who will send it out while the main person is unavailable?

Worship:

- Who are the worship leaders in your congregation? (Clergy and Lay)
- What church(s) do you partner with the most? What is their contact information?

These are just a few items to think about and to keep record of. There may be many other items that you will want to keep track of. If you need assistance thinking of other items, please do not hesitate to contact the Office of the Bishop. We are all in this together.

“May the Lord give strength to his people! May the Lord bless his people with peace!” – Psalm 29:11