

# RECORDS STATEMENT

## THE PAROCHIAL RECORD & PAROCHIAL REPORT

(To be completed by the pastor and the secretary of the congregation and submitted to the bishop of the NT-NL Mission Area)

In anticipation of a pastoral vacancy,<sup>1</sup> the following have been examined and found complete:

YES NO **The Parochial Record** (Parish Register) of the membership of the congregation as well as the recording of all baptisms, confirmations, marriages, and burials have been maintained in good order during the tenure of this pastor and have been turned over to the secretary of the congregation.

YES NO **The Parochial Report** to the NT-NL Mission Area and ELCA has been completed as of the past February, summarizing the congregation's life and ministry for the prior year.

Name of the congregation: \_\_\_\_\_

City, State of the congregation: \_\_\_\_\_

Name of the Pastor: \_\_\_\_\_

Name of the Secretary of the Congregation: \_\_\_\_\_

*We testify that the records have been maintained in good order during the tenure of this pastor, in accordance with the ELCA Model Constitution for Congregations, which stipulates, "The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation, and shall submit a summary of such statistics annually to the synod" (\*C9.12. [1995]).<sup>2</sup>*

Signed: \_\_\_\_\_, Pastor. Date: \_\_\_\_\_

Signed: \_\_\_\_\_, Secretary. Date: \_\_\_\_\_

<sup>1</sup>“The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor” (C9.14 [2005]).

<sup>2</sup>For a description of the contents of the Parish Register, see *Maintaining the Parish Register* (ELCA Office of Secretary).

# FINANCIAL STATEMENT

## CERTIFICATION OF THE COMPLETION OF ALL FINANCIAL OBLIGATIONS

(To be completed by the rostered leader and the treasurer of the congregation and submitted to the bishop of the NT-NL Mission Area)

A congregation cannot call a pastor / rostered leader until all financial obligations have been satisfied with the former rostered leader.<sup>1</sup> According, the following persons certify that all financial obligations have been paid in full up to the effective date of termination of services.

YES NO **Salary:** all salary (including for accrued vacation time not yet taken) and allowances that are due have been paid to the departing rostered leader.

YES NO **Benefits:** all health and pension benefits are paid up in full to the Board of Pensions.

YES NO **Continuing Education Funds:** all funds set aside in a separate account by the rostered leader – whether contributed by the congregation or by the pastor directly – have been forwarded to the next ministry site to be added to the Continuing Education Fund there. (If the pastor is retiring, these funds are to be given to the pastor.)

Name of the congregation: \_\_\_\_\_

City, State of the congregation: \_\_\_\_\_

Name of the Rostered Leader / Pastor: \_\_\_\_\_

Name of the Treasurer of the Congregation: \_\_\_\_\_

Signed: \_\_\_\_\_, Pastor. Date: \_\_\_\_\_

Signed: \_\_\_\_\_, Treasurer. Date: \_\_\_\_\_

<sup>1</sup>“A congregation under financial obligation to its former pastor or associate in ministry, deaconess of the Evangelical Lutheran Church in America, or diaconal minister of this church shall make satisfactory settlement of the obligation before calling a successor.” (NT-NL Synodical *Constitution*, S13.12).