



Certification of Church Records

Upon the resignation of a pastor, the following policy of the Evangelical Lutheran Church in America applies:

“The parochial records of each congregation shall be kept in a separate book which shall remain its property. The secretary of the congregation shall attest to the Bishop of this Synod that such records have been placed in his/her hands in good order by a departing pastor before:

- (a) installation in another field of labor, OR
- (b) the issuance of a Certificate of Dismissal or Transfer.”

Before the pastor leaves the present field of service, he/she must bring the record books to the secretary of the congregation for review. Upon finding them in good order, the secretary shall complete the form below and forward it to the Synod Bishop.

Southeastern Iowa Synod – ELCA
P.O. Box 3167
Iowa City, IA 52244-3167

This is to certify that I have examined the parochial record of

_____ Lutheran Church

_____, Iowa, and find them in good order.

(town)

Secretary of the Congregation Council

street address

town, state

date



Certification of Completion of All Financial Obligations

All financial obligations, salary, pension, health benefits, death benefits and allowances, together with continuing education funds, have been met and paid to

The Reverend _____ up to the effective date of termination of services.

Also, satisfactory settlement of all financial obligations has been made by

The Reverend _____ to

_____ Lutheran Church,
_____, Iowa.
(town)

Date

Pastor

Treasurer

Upon completion, mail to Synod Bishop:

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