

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 the synod, over the counter-signature of the conference dean, that such records have been placed in the secretary's hands in good order by a departing pastor before

1. the pastor is installed in another field of labor,
2. a certificate of dismissal or transfer is issued, or
3. the pastor is certified for non-contributory retirement pension benefits."

Date _____

This is to certify that I have examined the parochial records of _____

_____ Church, _____

and find them in good order.

Name of Pastor Leaving

Secretary

Address

Attested - Conference Dean

NOTE: When completed, please return to:

**The Office of the Bishop
Lower Susquehanna Synod, ELCA
900 South Arlington Avenue, Suite 220B
Harrisburg, Pennsylvania 17109**