

COUNCIL WORKSHEET FOR INTERIM PASTOR
Lower Susquehanna Synod, ELCA

Interim Pastor _____ Date _____

Congregation _____ Parish _____

1. Preaching? ___ If "no", whose responsibility? _____

2. Time of worship service(s) _____

3. Remuneration for supply preaching _____

Remuneration for interim pastor services _____

4. Person responsible for the preparation of Sunday bulletins:

Name _____ Phone _____

Contact _____

Organist _____ Who selects hymns? _____

Communion Schedule _____

5. Primary contact person (i.e., council president/vice president, etc.)

Name _____ Phone _____

Address _____

When most likely available _____

6. The council meets when and where?

7. Where is the assistance of the interim pastor most needed at this time in the life of your congregation? _____

8. Person responsible to notify the interim pastor of meetings, members who are ill, members who desire private communion, persons who desire baptism, etc.

Name _____ Phone _____

9. Who keeps the parish records?

Name _____ Phone _____

10. Person able to go with the interim pastor to help find the homes of members, prospects, shut-ins, etc.
Name _____ Phone _____
11. Chair of parish education committee:
Name _____ Phone _____
12. What, if any teaching, do you expect the interim pastor to do? _____

13. VBS: Do you have one regularly ____? Do you cooperate with other congregations? _____; Which ones? _____
Superintendent _____ Phone _____
14. Catechetics: Who teaches 1st year? _____
2nd year? _____; 3rd year? _____
Have you been cooperating with other congregations? _____
With which ones? _____
15. Are you operating under the latest revision of the constitution recommended for congregations of the Evangelical Lutheran Church in America? _____
16. List chairpersons of standing committees: _____

17. Which, if any, meetings do you expect the interim pastor to attend? _____
18. Do you expect the interim pastor to do counseling?
____ Baptismal? ____ Crisis? ____ Pre-marital?
Other? (Describe) _____
19. Do you expect the interim pastor to do visitation? ____ Home Visits? ____
____ Hospital Visits? ____ Nursing Home Visits?
Other? (Describe) _____
21. Do you expect the interim pastor to administer home communions?
How often? _____ When? _____
Where? _____
22. For what other duties would you expect the interim pastor to be responsible?
