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 ________________________________

    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) ________________________________

20. Do you expect the interim pastor to administer home communions?
    How often? ____________ When? ________________________________
    Where? ________________________________

21. For what other duties would you expect the interim pastor to be responsible?
    __________________________________________________________________________