

COUNCIL INFORMATION SHEET FOR INTERIM PASTOR
Lower Susquehanna Synod, ELCA

Congregation Name:

General information about your congregation:

1. Worship Life:
 - a. Time of worship service(s):
 - b. Frequency of communion:
 - c. Who selects the hymns (e.g., pastor, organist/musician, hymn committee, etc.)?

Governance and Administration:

1. Schedule of council meetings (when and where):
2. Who keeps the parish records and where are they kept?
3. Please provide the names and contact information of the following people in the congregation:
 - a. Primary contact person (e.g., council president, vice president, etc.):
 - b. Person who prepares the Sunday bulletins (e.g., secretary or office manager):
 - c. Organist/Musician:
 - d. Person responsible to notify the interim pastor of meetings, members who are ill, members who desire private communion, persons who desire baptism, etc.:
 - e. Person able to go with the interim pastor to help find the homes of members, prospects, shut-ins, etc.
 - f. List chairpersons of standing committees (esp. Parish/Christian Education and Worship and Music)

4. Is there a regular VBS? How is it done (e.g., independently; cooperatively with other congregations? If so, which ones?)
5. Who teaches Confirmation/Catechism? Has this been done cooperatively with other congregations? If so, which ones?)
6. Does the congregation have any social media accounts (Facebook, YouTube, Instagram, etc.)? Who is the administrator of those accounts and who may post on them?
7. Are you operating under the latest revision of the Model Constitution for Congregations of the Evangelical Lutheran Church in America? If not, last time the constitution and by-laws were updated.
8. Where is the assistance of the interim pastor most needed at this time in the life of your congregation?

Expectations of the Interim Pastor:

1. Which meetings do you expect the interim pastor to attend? Who will inform the interim pastor of the time and place of those meetings?
2. Do you expect the interim pastor to do counseling (e.g., baptismal, crisis, pre-marital)?
3. Do you expect the interim pastor to do visitation (e.g., home, hospital, nursing home, home communion, etc.)? If so, how often?
4. When would you like the interim pastor to have committed office hours (e.g., Wednesdays from 10AM to 2 PM).
5. Any duties unique to your congregation?