



RECORDS STATEMENT
THE PAROCHIAL RECORD & PAROCHIAL REPORT

(To be completed by the pastor and the secretary of the congregation and submitted to the Northwestern Ohio Synod Office – 621 Bright Road, Findlay, Ohio 45840)

In anticipation of a pastoral vacancy, the following have been examined and found complete:

YES NO **The Parochial Record** (Parish Register) of the membership of the congregation as well as the recording of all baptisms, confirmations, marriages, and burials have been maintained in good order during the tenure of this pastor and have been turned over to the secretary of the congregation.

YES NO **The Parochial Report** to the Northwestern Ohio Synod and ELCA has been completed as of the past February, summarizing the congregation's life and ministry for the prior year.

Name of the congregation: _____

City, State of the congregation: _____

Name of the Pastor: _____

Name of the Secretary of the Congregation: _____

We testify that the records have been maintained in good order during the tenure of this pastor, in accordance with the ELCA Model Constitution for Congregations, which stipulates:

C9.12. *The pastor of this congregation:*

- a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;*
- b. shall submit a summary of such statistics annually to the synod; and*
- c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.*

Signed: _____, Pastor

Date: _____

Signed: _____, Secretary

Date: _____

Notes:

The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor (C9.14 – ELCA Model Constitution for Congregations).

For a description of the contents of the Parish Register, see [Maintaining the Parish Register](#) (ELCA Office of Secretary).