



**CERTIFICATION OF COMPLETION OF ALL FINANCIAL
OBLIGATIONS AND CONGREGATIONAL RECORDS**

*This form **must** be received by the synod bishop **before** a transfer
can be completed or a call finalized in ELCA records.*

FINANCIAL RECORDS

Per the Greater Milwaukee Synod Constitution ...

S14.22 The pastor shall make satisfactory settlement of all financial obligations to a former congregation before:

- a. installation in another call, or*
- b. approval of a request for change in roster status.*

S13.12 A congregation under financial obligation to its former rostered minister shall make satisfactory settlement of the obligation before calling a successor.

Upon the completion of all financial obligations, or upon the completion of a plan to pay outstanding financial obligations, the rostered minister, treasurer, and secretary of the congregation shall complete the form below and forward it to the synod bishop.

1. Satisfactory settlement of all financial obligations has been made by _____
First and last name of rostered minister
to _____ of _____
name of church/ministry. *city, state*

Yes No

2. All financial obligations (salary, pension, health, death benefits and allowances, unused prorated vacations, education funds, etc) have been met and paid to _____ up to the
First and last name of rostered minister
effective date of the end of employment.

Yes No

**If you answered “yes” to both questions 1 and 2, please continue to the signature lines on the back page.
If you answered “no” to questions 1 and/or 2 please complete number 3.**

3. The following financial obligations are outstanding and will be paid as stated below (date for resolution is mandatory):

	\$		
<i>Item Description</i>	<i>Amount</i>	<i>Owed To</i>	<i>Payment Date</i>

	\$		
<i>Item Description</i>	<i>Amount</i>	<i>Owed To</i>	<i>Payment Date</i>

(continued on back)

	\$		
<i>Item Description</i>	<i>Amount</i>	<i>Owed To</i>	<i>Payment Date</i>

	\$		
<i>Item Description</i>	<i>Amount</i>	<i>Owed To</i>	<i>Payment Date</i>

Financial Records Signatures

Treasurer	Date
-----------	------

Rostered Minister	Date
-------------------	------

CONGREGATIONAL RECORDS – FOR PASTORS ONLY

Per the Greater Milwaukee Synod Constitution ...

S14.21 The parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members transferred or dismissed, members who have become inactive, or members excluded from the congregation shall be kept accurately and permanently. They shall remain the property of each congregation. At the time of the closure of a congregation, such records shall be sent to the regional archives. The secretary of the congregation shall attest 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:

- a. installation in another call, or*
- b. approval of a request for change in roster status.*

Upon finding the records in good order, the secretary shall complete the form below and forward it to the synod bishop.

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

Lutheran Church, _____ at the conclusion of
city, state

Rev. _____'s call and find them in good order.
First and last name of Pastor

Congregational Records Signature

Secretary of the congregation council	Date
---------------------------------------	------

*Please note: If you completed this form via Adobe Sign you do not need to mail it to the office.

Mail to:
 Bishop Paul Erickson
 Greater Milwaukee Synod
 P O Box 341695
 Milwaukee, WI 53234