

Appendix 1B: Certification of Congregational Records

According to the Minneapolis Area 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. . . .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.*

Before a pastor leaves the present congregation, he/she must bring the records books to the secretary of the congregation for review. Upon finding them 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

_____ Lutheran Church, of
Name of Congregation

_____ and find them to be in good order.
City, State

Secretary of Congregation Council

Date

Mail to:

Minneapolis Area Synod
Attn.: Roster Records
122 W Franklin Ave, Suite 600
Minneapolis, MN 55404-2477