

**EVANGELICAL LUTHERAN CHURCH IN AMERICA
NORTH/WEST LOWER MICHIGAN SYNOD**

Certification of Church Records

Upon the resignation of a pastor, the following policy of the Central States North/West Lower Michigan Synod and the Evangelical Lutheran Church in America applies:

"The parochial records of each congregation shall be kept in a separate book which shall remain its property. The secretary of the congregation shall attest to the bishop of this synod that such records have been placed in his/her hands in good order by a departing pastor before:

- a. installation in another field of labor, or
- b. the issuance of a certificate of dismissal or transfer." (S14.15)

Before the pastor leaves the present field of service, he/she must bring the record 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 form should be completed within a month of the pastor leaving.**

Date: _____

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

Lutheran Church, located in _____, and find them

to be in good order.

Signed:

Secretary of the Congregation	Pastor
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Print Name

Secretary of the Congregation	Pastor
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Please return to:
**North/West Lower Michigan Synod
2900 N. Waverly Road
Lansing, MI 48906**