

**CERTIFICATION OF
COMPLETION OF ALL OBLIGATIONS**

1. All financial obligations, salary, retirement, benefits, and allowances, together with continuing education funds, have been met and paid to Deacon _____ up to _____, the effective date of termination of services.
2. Satisfactory settlement of all financial obligations has been made by Deacon _____ to _____ Lutheran Church, _____, Iowa.
(Town)
3. The congregational records of the congregation (parish register, constitution, legal documents, official membership list, and congregational reports) have been reviewed with the secretary of the congregation, and are attested to be in good order. As required in *C9.14. of the *Model Constitution for Congregations*, "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 call or approval of a request for change in roster status."

Pastor

Date

Treasurer

Date

Secretary

Date

Please keep copies for the Deacon, Treasurer, Secretary and Congregational Council President.

Upon completion, mail to the Synod Bishop: Northeastern Iowa Synod – ELCA
PO Box 804
Waverly, IA 50677-0804