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*Resource F*

***Certification of Congregational Records  
at the time of Pastoral Transition***

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**In accordance with the Constitution and Bylaws of the Florida-Bahamas Synod which states:**

*“The pastor shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed or members excluded from membership” (S14.03.a), and further, “The parochial records of each congregation shall be kept in a separate book\* that shall remain the congregation’s 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.)*

This certification testifies to the fact that the departing pastor has kept accurate parochial records, and that such records have been reviewed and found in good order by the secretary of the congregation.

Name of Congregation: \_\_\_\_\_

Address of Congregation: \_\_\_\_\_

City: \_\_\_\_\_

\_\_\_\_\_  
Departing Pastor Signature

\_\_\_\_\_  
Secretary of the Congregation Council

Date: \_\_\_\_\_

This certification should be mailed to the bishop of the Florida-Bahamas Synod at 3838 West Cypress Street, Tampa, FL 33607. The departing pastor and the secretary of the congregation should retain copies of this certification.

\*Or electronic file.

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