



**Upstate New York Synod**  
**Evangelical Lutheran Church in America**  
God's work. Our hands.

Congregation \_\_\_\_\_ Date \_\_\_\_\_

Location \_\_\_\_\_ Conference \_\_\_\_\_

**RECORD REVIEW, REQUEST TO THE BISHOP AND COMPLETED  
FINANCIAL OBLIGATION FORM**

We have reviewed the Parish Record Book and related records to determine that all is in order for the period served by the pastor named below.

Dean \_\_\_\_\_

Pastor \_\_\_\_\_

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

Written Request submitted to the Bishop for either retirement or On Leave From  
Call \_\_\_\_\_ if appropriate (enter date sent)

All financial obligations between the congregation and the pastor are complete (or will be completed by \_\_\_\_\_).

Dean \_\_\_\_\_

Pastor \_\_\_\_\_

President/Vice President \_\_\_\_\_

Treasurer \_\_\_\_\_

**Revised 7/2017**

*Grounded, Growing, Giving, Graced*