



Upper Susquehanna Synod Evangelical Lutheran Church in America

God's work. Our hands.

*United as Christ's Disciples, we **Support** one another; and **Serve** God in the World*

Transition Checklist (when a pastor resigns a call)

- ☐ Inform bishop's office of the resignation
- ☐ Review membership records – Secretary & Pastor (see Guide for Congregation Councils)
- ☐ Plan for financial obligations between the pastor and congregation
- ☐ Exit interview with Council
- ☐ Covenant of Closure
- ☐ Celebration of pastor's ministry
- ☐ Interim ministry worksheet
- ☐ Worship information form
- ☐ Prepare Ministry Site Profile
- ☐ Appoint Call Committee