

RESPONSIBILITIES OF TRANSITIONAL PASTORS

In the ELCA, a pastor who serves a congregation after the resignation, retirement, removal, or death of a previous pastor is called an Interim Pastor. In the Metropolitan New York Synod, we use the term **Transitional Pastor**. These pastors serve in (1) Coverage, (2) Intentional Interim, (3) Discernment, or (4) Term-Call capacities. Responsibilities for each are shown in this section, as well as two sample letters of agreement—one for Intentional Interim pastors, and another for Term-Call pastors.

Remember, the Assistant to the Bishop for the Call Process—in consultation with your congregation council—will decide which type of transitional ministry is needed and available. So if it's too much information, don't worry. It's here for those who want to know.

Pastors from Different Denominations

During this transitional time, congregations often ask about the possibility of pastors from different denominations serving either as transitional pastors or even becoming the called pastor. Our agreements are with the Episcopal Church and the Reformed tradition churches: the United Church of Christ (UCC), the Reformed Church in America (RCA), and the Presbyterian Church of the U.S.A. (PCUSA). See page 32 for details of these agreements.

(1) Responsibilities of a Coverage Pastor

*Consistent with *C9.06 (ELCA Model Constitution for Congregations), when a vacancy in the primary pastoral call to a congregation occurs or is anticipated, a **Transitional Pastor** shall be appointed by the bishop to assist the congregation and provide basic pastoral services during the transition.*

*The ELCA Model Constitution for Congregations (C9.06 ff) uses the term **Interim Pastor** to refer to a pastor serving a congregation following the resignation, retirement, removal, or death of a pastor. In the Metropolitan New York Synod, we use the term **Transitional Pastor** for pastors who serve in the capacity of coverage, intentional, discernment, or term-call interims.*

Coverage Pastors assist the congregation in the administration of the basic operations of the congregation, meet with the Congregation Council, and provide for basic pastoral care and services. Ordinarily these pastors will be the dean of the conference or another neighboring pastor who has received basic training in the care of congregations in transition. They will be familiar with the transition and call process and will aid the congregation in understanding the process. They report to the synod staff person responsible for the call process. They cannot be considered as candidates for call to the congregation in which they are serving in this transitional capacity.

What follows provides guidance concerning the responsibilities of the **Coverage Pastor**:

1. The Coverage Pastor is appointed by the bishop of the synod with the consent of the Congregation Council.
2. During the period of service, the Coverage Pastor shall have the rights and duties of a regularly called pastor within the congregation, though s/he may delegate certain duties and responsibilities in consultation with the Congregation Council (Model Constitution for Congregations of the ELCA, C9.07). The Coverage Pastor will assist with **confirmation** instruction and perform such pastoral acts as **funerals, weddings, counseling sessions, and sick visitations** as his/her own parish duties permit. When s/he is unable to do so, s/he may enlist the aid of neighboring pastors.
3. At all **council meetings**, regular and special, a quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or Coverage Pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting (Model Constitution for Congregations of the ELCA C12.12). The Coverage Pastor shall be informed of and expected to attend all meetings, regular and special, of the Congregation Council and congregation. If s/he is unable to attend a meeting, s/he shall appoint another pastor to be present.
4. The Coverage Pastor and any ordained pastor providing assistance **shall refrain from exerting influence** in the selection of a pastor (Model Constitution for Congregations of the ELCA C9.07). The Coverage Pastor shall **not attend call committee meetings** or the congregational meeting when the call of a pastor is being considered. If the Coverage Pastor is present at a council meeting where candidates are discussed, then he or she shall absent himself/herself.

5. Upon completion of service, the Coverage Pastor shall certify to the bishop of this synod that the **parochial records**, for the period during which he or she was responsible, are in order (Metropolitan New York Synod ELCA Constitution S14.17).
6. The Congregation Council should provide **compensation** for the services of a Coverage Pastor at a rate of \$175/week for congregations up to 250 active confirmed members, and \$225/week for congregations over 250 active confirmed members, exclusive of pulpit supply which shall be the rate for Supply Pastors. The Coverage Pastor should also be reimbursed for travel (at the rate of 58.5 cents per mile), telephone, postage, etc., on a monthly basis.
7. Pastors seeking a change of pastorate shall not normally be appointed as Coverage Pastor.

(2) Responsibilities of an Intentional Interim Pastor

*Consistent with *C9.06 (ELCA Model Constitution for Congregations), when a vacancy in the primary pastoral call to a congregation occurs or is anticipated, a **Transitional Pastor** shall be appointed by the bishop to assist the congregation and provide basic pastoral services during the transition.*

*The ELCA Model Constitution for Congregations (C9.06 ff) uses the term **Interim Pastor** to refer to a pastor serving a congregation following the resignation, retirement, removal, or death of a pastor. In the Metropolitan New York Synod, we use the term **Transitional Pastor**. **Transitional Pastors** serve in the capacity of coverage, intentional, discernment, or term-call interims.*

Intentional Interim Pastors are Transitional Pastors that serve congregations that have a need for greater pastoral presence in the time of transition, whether because of on-going program or staffing needs or because of specific issues of transition which the congregation seeks to address in the transitional period. These transitional ministers are recommended by the bishop for term calls which will generally be 12 to 24 months or until the arrival of the newly called pastor whichever comes first. They may be renewed for an additional 12 months.

Intentional Interim Pastors, as Coverage Pastors, assist the congregation in the administration of the basic operations of the congregation, meet with the Congregational Council, and provide for basic pastoral care and services; they will also work with the congregation on specific agreed upon issues prior to entry in the call process.

Since this type of ministry requires special skills that the Intentional Interim Pastor receives in specific training, it is not appropriate that these transitional ministers entertain candidacy in the congregations they serve; so that, once their tasks in a given congregation are complete, they can bring their particular skills to other places of need within the church. As the Intentional Interim Pastor cannot be a candidate for the regular call, the source of interim call shall be the Synod Council.

What follows provides guidance concerning the responsibilities of the **Intentional Interim Pastor**:

1. The Intentional Interim Pastor is **appointed by the bishop** of the synod with the consent of the Congregation Council.
2. During the period of service, the Intentional Interim Pastor shall have the **rights and duties of a regularly called pastor** within the congregation, though s/he may delegate certain duties and responsibilities in consultation with the Congregation Council (Model Constitution for Congregations of the ELCA, C9.07). The Intentional Interim Pastor will assist with **confirmation** instruction and perform such pastoral acts as **funerals, weddings, counseling sessions, sick visitations, education, and administration**.
3. At all **council meetings**, regular and special, “a quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or Intentional Interim Pastor, except when such person requests or consents to be absent. In such absence, the Intentional Interim Pastor shall appoint another pastor to be present as his/her representative. (Model Constitution for Congregations of the ELCA C12.12). The Interim Pastor shall be informed of and expected to attend all meetings, regular and special, of the Congregation Council and congregation.

4. The Intentional Interim Pastor and any ordained pastor providing assistance shall **refrain from exerting influence in the selection of a pastor** (Model Constitution for Congregations of the ELCA C9.07). The Intentional Interim Pastor shall **not attend call committee meetings** or the congregational meeting when the call of a pastor is being considered. If the Intentional Interim Pastor is present at a council meeting where candidates are discussed, the Intentional Interim Pastor shall absent himself/herself.
5. Upon completion of service, the Intentional Interim Pastor shall certify to the bishop of this synod that the **parochial records**, for the period during which the Intentional Interim Pastor was responsible, are in order (Metropolitan New York Synod ELCA Constitution S14.17).
6. **Compensation** for an Intentional Interim Pastor shall be in accordance with arrangements made in consultation with the bishop's office, the Intentional Interim Pastor, and the Congregation Council. The compensation shall normally be in keeping with the synodical compensation guidelines.
7. Intentional Interim Pastors are expected to turn in **quarterly reports** and attend synodical **Intentional Interim Pastor meetings**.

(3) Responsibilities of a Discernment Pastor

*Consistent with *C9.06 (ELCA Model Constitution for Congregations), when a vacancy in the primary pastoral call to a congregation occurs or is anticipated, a **Transitional Pastor** shall be appointed by the bishop to assist the congregation and provide basic pastoral services during the transition.*

*The ELCA Model Constitution for Congregations (C9.06 ff) uses the term **Interim Pastor** to refer to a pastor serving a congregation following the resignation, retirement, removal, or death of a pastor. In the Metropolitan New York Synod, we use the term **Transitional Pastor**. **Transitional Pastors** serve in the capacity of coverage, intentional, discernment, or term-call interims.*

Discernment Pastors are Transitional Pastors who cover all the duties and responsibilities of a Coverage Pastor (assisting the congregation in the administration of the basic operations of the congregation, meeting with the Congregation Council, and providing for basic pastoral care and service) along with bringing particular skills and experience in managing transitions. They may spend a greater number of contact hours with the congregation as they help the congregation clarify its needs and goals for the future of its ministry. A **Discernment Pastor** shall not be considered as a candidate for call to the congregation in which s/he is serving as **Discernment Pastor**. S/he reports to the synod staff person responsible for the call process.

What follows provides guidance concerning the responsibilities of the **Discernment Pastor**:

1. The Discernment Pastor is **appointed by the bishop** of the synod with the consent of the congregation council.
2. During the period of service, the Discernment Pastor shall have the **rights and duties** of a regularly called pastor within the congregation, though s/he may delegate certain duties and responsibilities in consultation with the Congregation Council (Model Constitution for Congregations of the ELCA, C9.07). The Discernment Pastor will assist with **confirmation** instruction and perform such pastoral acts as **funerals, weddings, counseling sessions, and sick visitations** as his/her own parish duties permit. When s/he is unable to do so, s/he may enlist the aid of neighboring pastors.
3. At all **council meetings**, regular and special, a quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or Discernment Pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting (Model Constitution for Congregations of the ELCA C12.12). The Discernment Pastor shall be informed of and expected to attend all meetings, regular and special, of the Congregation Council and congregation. If s/he is unable to attend a meeting, s/he shall appoint another pastor to be present.
4. The Discernment Pastor and any ordained pastor providing assistance shall **refrain from exerting influence** in the selection of a pastor (Model Constitution for Congregations of the ELCA C9.07). The Discernment Pastor shall **not attend** the congregational meeting when the call of a pastor is being considered. If the Discernment Pastor is present at a council meeting where candidates are discussed, the Discernment Pastor shall absent himself/herself.

5. The Discernment Pastor will lead the congregation through a **self-study process** in which they may review their history, their ministry goals, their communication and leadership styles, their preparedness for calling a pastor. The Discernment Pastor may, in consultation with the synod staff person responsible for the call process, work with the call committee in preparing them for the interview process.
6. Upon completion of service, the Discernment Pastor shall certify to the bishop of this synod that the **parochial records**, for the period during which the Coverage Pastor was responsible, are in order (Metropolitan New York Synod ELCA Constitution S14.17).
7. The Congregation Council should provide **compensation** for the services of a Discernment Pastor at a rate of \$225/week for congregations up to 250 active confirmed members, and \$275/week for congregations over 250 active confirmed members, exclusive of pulpit supply which shall be the rate for Supply Pastors. The Discernment Pastor should also be reimbursed for travel (at the rate of 58.5 cents per mile), telephone, postage, etc., on a monthly basis.
8. Pastors seeking a change of pastorate shall not normally be appointed as Discernment Pastor.

(4) Responsibilities of a Term-Call Pastor

*Consistent with *C9.06 (ELCA Model Constitution for Congregations), when a vacancy in the primary pastoral call to a congregation occurs or is anticipated, a **Transitional Pastor** shall be appointed by the bishop to assist the congregation and provide basic pastoral services during the transition.*

*The ELCA Model Constitution for Congregations (C9.06 ff) uses the term *Interim Pastor* to refer to a pastor serving a congregation following the resignation, retirement, removal, or death of a pastor. In the Metropolitan New York Synod, we use the term **Transitional Pastor**. Transitional Pastors serve in the capacity of coverage, intentional, discernment, or term-call interims.*

Term-Call Pastors are Transitional Pastors that serve in congregations that have the need for greater pastoral presence in the time of transition, whether because of on-going program or staffing needs or because of specific issues of transition which the congregation seeks to address in the transitional period.

These Transitional Pastors cover the day-to-day pastoral responsibilities expected of a pastor under regular call and may in addition have special skills and experience to help a congregation discern its future or work through particular issues which need to be addressed in the transitional time.

These transitional ministers are recommended by the bishop for term calls which will generally be 12 to 24 months or until the arrival of the newly-called pastor, whichever comes first. The calls may be renewed for an additional 12 months, if necessary. Term calls are extended by the Synod Council or the congregation under †S14.18 and may not exceed three years. Consistent with ELCA 7.41.12, if a First-Call pastor is considered for a transitional ministry term-call, the call shall be for a 3-year term.

What follows provides guidance concerning the responsibilities of the **Term-Call Pastor**:

1. The Term-Call Pastor is **called either by the Congregation Council or the Synod Council**. If the bishop recommends a candidate who might be a suitable candidate for the regular call, the Congregation Council (if they concur with the bishop's recommendation) is the source of the call. If the Term-Call Pastor will not be a candidate for the regular call, the Synod Council is the source of the call.
2. During the period of service, the Term-Call Pastor shall have the **rights and duties** of a regularly called pastor within the congregation, though s/he may delegate certain duties and responsibilities in consultation with the Congregation Council (Model Constitution for Congregations of the ELCA, C9.07). The Term-Call Pastor will perform such **pastoral acts as funerals, weddings, counseling sessions, education, sick visitations, and administration**, as agreed upon with the Congregation Council. They will also carry out any **additional responsibilities** agreed to in the Letter of Agreement drawn up and signed by the Term-Call Pastor and the Congregation Council.

3. At all **council meetings**, regular and special, “A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or Term-Call Pastor, except when such person requests or consents to be absent. In such absence the Term-Call Pastor shall appoint another pastor to be present as his/her representative. (Model Constitution for Congregations of the ELCA C12.12). The Term-Call Pastor shall be informed of and expected to attend all meetings, regular and special, of the Congregation Council and congregation.
4. “The Term-Call Pastor and any ordained pastor providing assistance shall **refrain from exerting influence in the selection of a pastor.**” (Model Constitution for Congregations of the ELCA C9.07). The Term-Call Pastor shall not attend call committee meetings or the congregational meeting when the call of a pastor is being considered. If the Term-Call Pastor is present at a council meeting where candidates are discussed, the Term-Call Pastor shall absent him/herself.
5. **If the Transitional Pastor is eligible for call** in the congregation, when ready to consider candidates, the call committee shall determine if they will recommend the Term-Call pastor for the regular call. If they agree to receive the Term-Call pastor as a candidate, the congregation may not entertain other candidates until they have released this pastor as a candidate. If they decline to recommend this candidate, the Congregation Council may ask for the appointment of another Transitional Pastor at the conclusion of the term call.
6. Upon completion of service, the Term-Call Pastor shall certify to the bishop of this synod that the **parochial records**, for the period for which the Term-Call Pastor was responsible, are in order (Metropolitan New York Synod ELCA Constitution S14.17).
7. **Compensation** for a Term-Call Pastor shall be in accordance with arrangements made in consultation with the bishop’s office, the Term-Call Pastor, and the Congregation Council. The compensation shall normally be in keeping with the synodical Compensation Guidelines.

LETTER OF AGREEMENT FOR INTENTIONAL INTERIM PASTORAL MINISTRY

The Metropolitan New York Synod, Evangelical Lutheran Church in America

In order to set forth clearly the agreement for interim service

congregation

town

agrees with

pastor

to serve as

INTENTIONAL INTERIM PASTOR

on a part-time/full-time basis

from _____ to _____, on the following mutual promises:

Together the congregation and Interim Pastor will:

- A. Examine the history of the congregation and work through the transition dynamics that usually follow the departure of a pastor;
- B. Seek to confirm and identify current issues facing the congregation and develop ways of dealing with them;
- C. Examine the congregation's linkage with synod, churchwide units, and the resources available for ministry;
- D. Prepare for the arrival of the new pastor;
- E. Align the congregation in accordance with the constitution and bylaws of the ELCA, the Metropolitan New York Synod;
- G. Establish a Transitional Ministry Supervisory Committee to ensure a productive interim ministry experience.

During this transition period, agree to address the following concerns:

(Items listed here will be decided upon in consultation with the Interim Pastor; these are examples.)

1. Find ways to express the loss of a beloved pastor and to give thanks to God for the pastor's faithful service. The goal is to begin to look forward to the arrival of a new pastor, who will be able to minister in his/her own gifted ways, and be received well by the congregation.
2. Participate in leadership development events to increase the level of understanding and the functioning of healthy leading in the congregation.
3. Identify and invite persons who may have gifts of leadership into leadership positions in the congregation.
4. Develop intentional stewardship emphasis within the congregation.

The Interim Pastor will:

- A. Preach and teach the Word of God.
- B. Preside at worship and administer the sacraments according to the practice of the Lutheran Church.
- C. Provide pastoral care to all members of the parish according to their needs, visit as necessary, and uphold the members in prayer.
- D. Give pastoral leadership for the meetings, activities and organizations of the congregation.
- E. Encourage support of the total ministry of the Evangelical Lutheran Church in America.
- F. Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and report the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America.
- G. Agree under no circumstances to be available for regular call to this congregation.
- H. Agree not to be involved in the congregation's call process except when the synod bishop requests such participation.
- I. Participate with key leadership of the congregation and the appointed synodical staff person in evaluation of the transitional ministry on a quarterly basis and at the conclusion of the transition period.
- J. Attend synodical Interim Pastor meetings.

The congregation will:

- A. Commit to the Gospel by faithful participation in worship, learning, and fellowship activities.
- B. Accept the Transitional Pastor, uphold her/him in prayer, and accord her/him love, respect and good will.
- C. Expect the Transitional Pastor to preside at baptisms, celebrations of Holy Communion, and other rites of the church.
- D. Agree that the Interim Pastor will not be considered for regular call to this congregation.
- E. Provide for a review and evaluation of the interim ministry on a quarterly basis via the Transitional Ministry Supervisory Committee, and at the conclusion of the transition period by key leadership of the congregation with the Transitional Pastor and the appointed synodical staff person.
- F. Compensate the Transitional Pastor through the agreed-upon end of the contract plus two weeks in the following ways:
 1. Pay an annual salary of \$_____.
 2. Pay a housing allowance in the amount of \$_____ per year.
 3. Provide a Social Security Allowance of \$_____ per year.
 4. Contribute to the ELCA Pensions Plan in the amount 12% per year, and to the ELCA Benefits Plan according to the regulations of the Board of Pensions of the Evangelical Lutheran Church in America to include Medical/Dental (for the pastor and his/her family), Disability, and Death Benefit for a total of \$_____ per year.
 5. Provide car allowance in the amount of \$_____ per year.
 6. Grant _____ weeks vacation per year.
 7. Grant continuing education leave as needed, particularly as pertains to Transitional Ministry training, not to exceed eight (8) days per year.
 8. Grant _____ days off per week.
 9. Pay expenses, not otherwise provided for, incurred in attending synod assemblies and other official meetings at which attendance is required.

This agreement terminates on the date specified on page one of this agreement or thirty days after a new pastor has declared acceptance of the call to this congregation, whichever comes first; or upon thirty (30) days written notice from the congregation, the Intentional Interim Pastor, or the bishop of the synod. This agreement may be extended upon the mutual agreement of the Congregation Council, the Intentional Interim Pastor, and the bishop of the synod for a term(s) specified by an addendum attached hereto. All financial obligations will be fulfilled by or on the date of termination.

We, the undersigned, accept the terms of this agreement:

Congregational Council President or Secretary

Date

Intentional Interim Pastor

Date

Attested by

Bishop of Metropolitan New York Synod

Date

Please send this completed form to the office of the bishop.

Upon signature of the bishop, copies will be distributed by the synod office:

- i. Original to the Intentional Interim Pastor
- ii. Copy to the Congregation Council President
- iii. Copy to the bishop's office

Download an editable version of this document [here](#).

LETTER OF AGREEMENT FOR TERM-CALL

The Metropolitan New York Synod, Evangelical Lutheran Church in America

In order to set forth clearly the agreement for term-call service

_____ congregation

_____ town

agrees with

_____ pastor

to serve as

TERM-CALL PASTOR

on a part-time/full-time basis

from _____ to _____ or until the arrival of the newly called pastor.

Pastor _____ is/is not eligible for this call.

The Term-Call Pastor will:

- A. Preach and teach the Word of God.
- B. Preside at Sunday morning worship and administer the sacraments according to the practice of the Lutheran church.
- C. Provide pastoral care to all members of the parish according to their needs, visit as necessary, and uphold the members in prayer.
- D. Give pastoral leadership for the meetings, activities and organizations of the congregation as needed.
- E. Encourage support of the total ministry of the Evangelical Lutheran Church in America.
- F. Be responsible for the recording of baptisms, confirmations, marriages, funerals, attendance at Holy Communion, and the maintenance of the membership rosters; and report the statistics of the parish promptly and fully, as requested by the Evangelical Lutheran Church in America.
- G. Agree not to be involved in the congregation's call process except when the synod bishop requests such participation.
- H. Participate with key leadership of the congregation and appointed synodical staff person in evaluation of the term-call ministry on an as-needed basis and at the end of the transition period.
- I. During this transition, will give special attention to:
 1. _____
 2. _____
 3. _____

The congregation will:

- A. Commit to the Gospel by faithful participation in worship, learning, and fellowship activities. It is expected that elected leaders will be regular and faithful in their worship attendance.
- B. Accept the Term-Call Pastor, uphold him/her in prayer, and accord him/her love, respect, and good will.
- C. Expect the Term-Call Pastor to preside at baptisms, celebrations of Holy Communion, and other rites of the church.
- D. Provide for a review and evaluation of the term-call ministry on an as-needed basis and at the conclusion of the transition period, by key leadership of the congregation with the Term-Call Pastor and the appointed synodical staff person.
- E. When ready to call, through the call committee, discern whether or not the Term-Call Pastor will be a candidate for the position, if they indeed are eligible.
- F. Compensate the Term-Call Pastor through the agreed upon end of the contract plus two weeks in the following ways:
(As a general rule, compensation is based on the minimum standard for years of service of this pastor based on synod guidelines).
 - 1. Pay an annual salary of \$_____ per year, the payments to be made in equal installments and adjusted by years of ordained ministry.
 - 2. Pay a Housing Allowance in the amount of \$_____ per year, the payments to be made in equal installments on the of the month.
 - 3. Provide a Social security allowance of \$_____ [7.65% of defined compensation for the fiscal year] per year.
 - 4. Contribute to the ELCA Pension and Benefits Plan according to the regulations of the Board of Pensions of the Evangelical Lutheran Church in America at the rate of _____% of salary plus housing allowance plus Social Security allowance. This plan includes Medical/Dental, Disability, Death Benefit, and Pension benefits.
 - 5. Grant _____ weeks of vacation.
 - 6. Grant continuing education leave at the rate of _____ weeks per year and \$_____ per year toward study expenses.
 - 7. Grant 2 days off per week (excluding Sundays—1 regular day and 1 floating day).
 - 8. Other _____
- G. Reimburse expenses related to our common ministry:
 - a. Reimburse automobile travel at the recommended IRS rate per mile upon submission of record of business miles traveled. (This includes mileage, tolls and monthly lease payments.)
 - b. Pay expenses, not otherwise provided for, incurred in attending synod assemblies and other official meetings at which attendance is required.

This agreement terminates on the date specified on page one of this agreement or thirty days after a new pastor has declared acceptance of the call to this congregation, whichever comes first; or upon thirty (30) days written notice from the congregation, the Term-Call Pastor, or the bishop of the synod. This agreement may be extended upon the mutual agreement of the congregation council, the Term-Call Pastor, and the bishop of the synod for a term(s) specified by an addendum attached hereto. All financial obligations will be fulfilled by or on the date of termination.

We, the undersigned, accept the terms of this agreement:

Congregational Council President or Secretary

Date

Term-Call Pastor

Date

Attested by

Bishop of Metropolitan New York Synod

Date

Please send this completed form to the office of the bishop.

Upon signature of the bishop, copies will be distributed by the synod office:

- i. Original to the Term-Call Pastor
- ii. Copy to the Congregation Council President
- iii. Copy to the bishop's office

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