



CHECK LIST FOR DOCUMENTATION TO SUBMIT TO ELCA AND SYNOD OFFICE

Required: (hard copy mailed to synod office)

- Parochial Records Certification (completed and signed by secretary)

Required: (submitted electronically to ELCA)

- Ministry Site Profile
 7 Reflections on Ministry and Context

Congregational Supporting Documents:

(suggested; easy reproducible hard copy mailed to synod office)

- Mission and Vision Statement (if available and in place)
 Congregational History (if available and in place)
 Strategic Plan: Goals & Objectives (if available and in place)
 Current Budget
 Current Annual Report
 Current Newsletter
 ELCA Congregational Trend Report
 ELCA Congregational Zip Code Report
 Position Description and Responsibilities (if available and in place)

Optional:

- Congregational Informational Pieces
(i.e. evangelism flyers; community outreach pieces; program committee descriptions, etc.)
 Community Informational Pieces

MAIL TO

Pastor Ken Sandlin
Central-Southern Illinois Synod
524 South Fifth Street
Springfield, IL 62701

