

# Indiana - Kentucky Synod

## Vacancy Report

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Web site \_\_\_\_\_ e-mail address \_\_\_\_\_

Phone \_\_\_\_\_ Congregation Organized \_\_\_\_\_

Membership: Baptized \_\_\_\_\_ CCC's \_\_\_\_\_ Average Attendance \_\_\_\_\_

### Ministry

Length of service \_\_\_\_\_ years Effective resignation date \_\_\_\_\_ Departure date \_\_\_\_\_

Accrued vacation time \_\_\_\_\_

Salary/pension/benefits deficit \_\_\_\_\_ to be paid by \_\_\_\_\_  
(date)

Records audit by \_\_\_\_\_ Parsonage insurance status \_\_\_\_\_  
(name – Dean and Pastor)

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact Persons

Council Pres (or vp if pastor is pres) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (O) \_\_\_\_\_ Cell \_\_\_\_\_

e-mail \_\_\_\_\_

Vacancy or Interim Pastor (if appointed) \_\_\_\_\_

**Congregational Ministry**

Worship Schedule \_\_\_\_\_ Liturgy Used \_\_\_\_\_  
Communion Schedule \_\_\_\_\_ Special Services \_\_\_\_\_

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**Top Six pastoral skills**

(From Skills and Interests Form)

**Top six programmatic concerns**

(From Congregation Council)


**Current Compensation Provisions**

Base Salary \_\_\_\_\_ Housing \_\_\_\_\_ Pension/Health \_\_\_\_\_  
FICA \_\_\_\_\_ Auto Allowance \_\_\_\_\_ Con. Education \_\_\_\_\_  
Vacation \_\_\_\_\_ Other \_\_\_\_\_

**Observations**

Pertinent comments \_\_\_\_\_  
\_\_\_\_\_

Significant congregation and community data \_\_\_\_\_  
\_\_\_\_\_

Style of ministry needed \_\_\_\_\_  
\_\_\_\_\_

Recommended interim strategy \_\_\_\_\_  
\_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

Submitted by \_\_\_\_\_

Date \_\_\_\_\_