**2017 Report of Board of Trustees**

IT IS **VERY IMPORTANT** THAT YOU **INCLUDE** YOUR **CHURCH ADDRESS AND CITY** ON ALL FORMS –

THERE ARE NUMEROUS FIRST PRESBYTERIAN CHURCHES WITHIN OUR PRESBYTERY\*\* THANKS!

John Calvin Presbytery must keep on file the **Employer Identification Number** for all churches in JCP.

Please be sure to include that number on this form.

**Church: Employer Identification Number:**

**Mailing Address: Physical Address if different:**

**Church Information:**

Are the Trustees organized according to the **Book of Order** G-4.0101? YES NO

Are Trustees members of session or has an alternate method been determined? YES NO

How often do the Trustees meet? Chair of the Board of Trustees:

List 2-3 contact people with key access to the church:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE** | **EMAIL ADDRESS** |
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|  |  |  |  |
|  |  |  |  |

Who is the attorney of record for the church? (Include address/phone)

Who is the custodian of legal papers?

What is the location of the legal papers (deed/incorporation papers etc.?

Does each deed contain the Trust Clause (G-4.0203)?

Is the Church incorporated? Date of incorporation?

When was the last **appraisal** of the Church Property?

When was the last **inventory** of the contents made?

What was the date of the last review of the manse(s)?

Who is the insurance carrier and agent for the church & manse (if applicable)?

Was the church inspected for fire hazards during 2016?

**TANGIBLE ASSETS & DEBTS:** List any assets or debts the church holds at this time.

**Assets: Value:**

**Debts: Amount:**

**Signatures: Date:**

**Trustee Chair/Clerk of Session: Pastor:**

Please return this form by **or before February 10, 2017,** to:

John Calvin Presbytery, Attention: Melana Scruggs; P.O. Box 46, Crane, MO 65633.

Contact Melana with questions at (417) 489-0024 or email: melanascruggs@gmail.com.