

2023 SESSION Report to John Calvin Presbytery

Please complete ALL information and return by Feb. 6, 2023.

CHURCH Name:

CITY:

PHONE:

Mailing Address and Physical Address if they changed during 2022:

Email address:

Website:

Facebook:

Worship Time:

Sunday School Time:

Children & Youth Education Day/Time:

OFFICE ADMINISTRATOR (name, phone, email):

FINANCIAL SECRETARY (name, phone, email):

CHURCH OFFICE HOURS:

TREASURER (name, phone, email):

CLERK OF SESSION (name, phone, email, & mailing address):

When does Clerk's term begin?

Is Clerk currently on Session?

When is the church's annual congregational meeting usually held?

PLEASE NOTE: The following questions are asked in case of unforeseen perils (fire, tornado, death). Staying abreast of the location of your Church documents keeps the congregation in control of their affairs. Keeping the Presbytery informed provides a safety net for your information.

Is the Church incorporated?

Date of incorporation?

If incorporated, is your corporate status up-to-date with the State?

Do you need help checking on your corporate status with the State?

If incorporated, who are the Corporate Officers?

Does the Church have Bylaws?

Please send a copy.

Who is the attorney of record for the church? (Name, address, email, phone)

Who is the custodian of legal papers?

What is the location of the legal papers (deed, incorporation papers, easement papers, leases, insurance documents, loan papers, donor documents, session/congregation minutes, membership rolls & registers, financial records)?

Are the legal papers protected from fire?

Where do you keep a backup copy in a safe place?

Has the church acquired property in 2022?

If so, does each deed contain the Trust Clause (G-4.0203)?

Who is the insurance carrier and agent for the church (& manse, if applicable)? Contact information?
Please send the declaration page from your insurance coverage for the church.

Was the church inspected for fire hazards during 2022?

When was the last appraisal of the Church Property?

When was the last inventory of the contents made? (A video inventory is helpful and easy to create, to supplement a list.)

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

Does the church own a cemetery?

Does the church elect Trustees?

Are the Trustees organized according to the Book of Order G-4.0101 & G-4.0102? YES NO

Are Trustees members of session? YES NO

How often do the Trustees meet?

Chair of the Board of Trustees:

Please provide names and contact information for all Trustees:

Trustees - NAME	ADDRESS	PHONE	EMAIL ADDRESS

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

NAME	ADDRESS	PHONE	EMAIL ADDRESS

SESSION MEMBERS: **When does Session meet and how often?** **Time:**

NAME:	ADDRESS	PHONE #	EMAIL ADDRESS

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

Assets:

Value:

Debts:

Amount:

2022 NECROLOGY REPORT

Please provide Names of those Ordained Elders who have died as of December 31, 2022.

(These Ruling Elders and Teaching Elders will be remembered during the February Presbytery meeting.)

Name and Title of Person completing this form:

Return the completed report by February 6, 2023 by email to:

gwilson@jcpresbytery.com

or mail to John Calvin Presbytery, PO Box 1394, Ozark, MO 65721-1394

Questions? Contact staff at bkick@jcpresbytery.com or gwilson@jcpresbytery.com