



2024 Session Report to John Calvin Presbytery

Please complete ALL the information

CHURCH NAME: _____

CITY: _____ PHONE: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

WEBSITE: _____

FACEBOOK: _____

WORSHIP TIME: _____ SUNDAY SCHOOL: _____

CHILDREN & YOUTH EDUCATION DAY/TIME: _____

CHURCH OFFICE HOURS: _____

OFFICE ADMINISTRATOR:

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

FINANCIAL SECRETARY:

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

TREASURER:

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

CLERK OF SESSION:

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

TERM BEGINS: _____ CURRENTLY ON SESSION: YES NO

CHURCH'S ANNUAL CONGREGATIONAL MEETING

DATE: _____

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.

- 1. Is the Church incorporated? Yes No If yes, Date of incorporation. _____
- 2. If incorporated, is your corporate status up-to-date with the State: Yes No
- 3. Does the Church have Bylaws: Yes No
Please send copy

- 4. If incorporated, who are the Corporate Officers:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

5. ATTORNEY OF RECORD:

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

6. CUSTODIAN OF LEGAL PAPERS:

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

- 7. Location of legal papers (deed, incorporation papers, easement papers, leases, insurance documents, loan papers, donor documents, session/congregation minutes, membership rolls & registers, financial records)? _____
- 8. Are legal papers protected from fire: Yes No
- 9. Where do you keep a backup copy of legal papers: _____
- 10. Has the Church acquired property in 2023? Yes No
- 11. If so, does each deed contain the Trust Clause (G-4.0203): Yes No
- 12. INSURANCE CARRIER AND AGENT FOR THE CHURCH:

NAME: _____ PHONE: _____ EMAIL: _____

ADDRESS: _____

- 13. Was the Church inspected for fire hazards during 2023? Yes No
- 14. When was the last appraisal of the Church Property: _____
- 15. When was the last inventory of the contents made? _____

16. What was the date of the last review of the manse(s)? _____
17. Does the church own a cemetery? Yes No
18. Does the church elect Trustees? Yes No
19. Are Trustees organized according to the Book of Order G-4.0101 & G-4.0102? Yes No
20. Are Trustees members of session: Yes No
21. How often do the Trustees meet? _____
22. Chair of the Board of Trustees: _____

23. Please provide names and contact information for all Trustees

NAME: _____ PHONE: _____ EMAIL: _____
 ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
 ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
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 ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
 ADDRESS: _____

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

NAME: _____ PHONE: _____ EMAIL: _____
 ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
 ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
 ADDRESS: _____

25. SESSION MEMBERS

NAME: _____ PHONE: _____ EMAIL: _____
ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
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ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
ADDRESS: _____

NAME: _____ PHONE: _____ EMAIL: _____
ADDRESS: _____

26. When does the Session meet and how often: _____

27.

Tangible Assets & Debts: List any assets or debts the church holds at this time

a. Assets:

- i. _____ Value: _____
- ii. _____ Value: _____
- iii. _____ Value: _____
- iv. _____ Value: _____
- v. _____ Value: _____
- vi. _____ Value: _____
- vii. _____ Value: _____

b. Debts:

- i. _____ Amount: _____
- ii. _____ Amount: _____
- iii. _____ Amount: _____
- iv. _____ Amount: _____
- v. _____ Amount: _____
- vi. _____ Amount: _____
- vii. _____ Amount: _____

28. 2023 Necrology Report – Please provide names of those Ordained Elders who have died as of December 31, 2023.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

Name and Title of person completing this form: _____

Return the completed report by February 2, 2024.

Pease complete and submit this fillable PDF form online.

[or print this form from the Clerk of Session page on JCP's website](#)

[and mail to John Calvin Presbytery, PO Box 1394, Ozark, MO 65721-1394](#)

[Questions? Contact Stated Clerk Becky Schwandt at \[bschwandt@jcpresbytery.com\]\(mailto:bschwandt@jcpresbytery.com\)](#)

[Communication and Information Assistant Rachel Holcomb at \[cia@jcpresbytery.com\]\(mailto:cia@jcpresbytery.com\)](#)

Do not forget to fill out the 2024 Terms of Call Form as well.