**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:**

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| **Trustees - NAME** | **ADDRESS** | **PHONE** | **EMAIL ADDRESS** |
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**List 2-3 contact people with key access to the church:**

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| --- | --- | --- | --- |
| **NAME** | **ADDRESS** | **PHONE** | **EMAIL ADDRESS** |
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**SESSION MEMBERS: When does Session meet and how often?**  **Time:**

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| --- | --- | --- | --- |
| **NAME:** | **ADDRESS** | **PHONE #** | **EMAIL ADDRESS** |
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**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**](mailto:gwilson@jcpresbytery.com)

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

Questions? Contact staff at [bkick@jcpresbytery.com](mailto:bkick@jcpresbytery.com) or gwilson@jcpresbytery.com