

GUIDELINES TO COMPLETING THE COMBINED CHECKLIST FOR 2019, 2020, and 2021 MINUTES:

1. Find an occurrence in your Minute Book of each item listed and write the page number in the page number column to the right.
 - a. Do NOT circle the Y or N. That is for the reviewers to use at the event.
 - b. It is helpful to place a stickie note in your Minute Book indicating the item number so that reviewers can easily find the minute entry
2. Add the page numbers for items 4-33, 35-37 and at the end of the form where you indicate the first and last page for the 2019, 2020, and 2021 minutes.
3. If an item does not apply, write N/A in the page number column.

WHAT TO BRING TO THE REVIEW:

1. Books containing 2019, 2020, and 2021 Session and Congregational Minutes, with current copy of Standing Rules/Bylaws and Articles of Incorporation in front.
2. Church Register
3. Combined Checklist for 2019, 2020, and 2021 Minutes completed with page numbers. The Presbytery will collect your checklist so please be sure to make a copy for your files
4. Requested documents (see below)

DOCUMENTS TO BRING TO THE REVIEW OF RECORDS:

- a. #9 Provide a copy of the Session Annual Statistical Report for 2019, 2020, and 2021, if it is not included in the minutes
- b. #17 b. Provide proof of insurance for 2019, 2020, and 2021
- c. #17 c. Provide a treasurer's letter on church letterhead, confirming payment of insurance premiums for 2019, 2020, and 2021
- d. #41 Provide a "**FILED**" stamped copy of the Secretary of State Nonprofit Corporation - Form SI-100 "Statement of Information" for 2019, 2020, and 2021 for presbytery files
- e. #42 Provide a treasurer's letter on church letterhead, confirming payment of payroll taxes and filing of payroll tax returns for 2019, 2020, and 2021.

PROVIDE A COPY OF THE FOLLOWING DOCUMENTS FOR THE PRESBYTERY'S FILES, ONLY IF THERE HAVE BEEN CHANGES IN THE LAST YEAR.

- f. #39 Standing Rules/Bylaws
- g. #40 Articles of Incorporation
- h. #43 a. Sexual Misconduct Prevention Policy
- i. #44 Child and Youth Protection Policy
- j. Note minute entry for 2019, 2020, and 2021 that shows that the church has complied with CA Law 1343 (Sexual Harassment Training)

Please note the following from G-3.0106 of the Book of Order: "All councils shall adopt and implement a Sexual Misconduct Prevention Policy and a Child and Youth Protection Policy." Please contact your insurance company if you need assistance in determining if you have both these required policies in place.

AFTER THE REVIEW:

As you leave the review, be sure you have the "yellow" copy of the Decision of the Administrative Commission. That Decision is what you report to your Session at the next meeting. You will NOT be receiving a letter from presbytery with the decision.