

ALBANY PRESBYTERY SUPPLEMENTAL SESSION REPORT
 ~ PLEASE RETURN TO THE PRESBYTERY OFFICE BY MARCH 10, 2017 ~

This report provides the Presbytery Staff, Committees, and Task Forces with important information.

If you would prefer to submit this form electronically and need assistance please email Jennifer Schoenfisch in the Presbytery office, and she will send you this report as a Word document. (info@albanypresbytery.org)

<u>CHURCH</u>	//	//
Name	e-mail address	website

- 1) **Annual Report from your 2017 Annual Meeting – please send a copy.**
- 2) **Please send a list of your church officers (Elders, Deacons, and Trustees) who will be serving in 2017 and include e-mail addresses for all church officers. Unless directed otherwise, we will add them to the list of Presbytery leaders who will receive the Presbytery E-News electronically each month.**
- 3) Please send copies of the following to the Presbytery Office:
 - a) **A copy of the current By-Laws and Manual of Administrative Operations (G-3.0106) of your church if they have been changed in the last year.**
 - b) **A copy of your current Mission Statement if it has changed in the last year.**
 - c) **A copy of your church's Sexual Misconduct Policy and your Child Protection Policy along with a letter from the Session indicating when these policies were adopted and who the male and female reporters are in addition to the pastor(s). PLEASE NOTE THAT ALL CHURCHES IN THE PC(USA) ARE REQUIRED TO HAVE SUCH POLICIES (G-3.0106). If your church does not yet have these policies, the Presbytery can provide suggested policies that could be easily adapted for your church. Please contact the Presbytery Office if you would like a copy of the suggested policies. Suggested policies are also posted on the Albany Presbytery web site under “Resources / Policies, Manuals, and Handbooks.”**
- 4) **Mission Projects**: What mission projects and/or mission personnel does your church support?
- 5) **Christian Education**: What church school curriculum are you presently using?

Does your congregation have a Vacation Bible School or similar program?
- 6) **Stewardship and Finance**:
 - a) Total church budget for 2017 \$ _____
 - b) Total dollars pledged for 2017 \$ _____
 - c) Number of pledges received for 2017 _____
 - d) Expected giving from non-pledging members for 2017 \$ _____
 - e) Do you use capital from endowments to balance your budget? Yes ___ No ___
 - f) If YES, what % of capital did you use in 2016? _____%.
 - g) **How much do you plan to plan to withdraw from your endowment funds in 2017?**
\$ _____
 - h) Do you use, or have you used the Consecration Sunday approach to stewardship? Yes ___ No ___
- 7) **Savings and Investments**:
How much money is currently in the church's savings or investments? \$ _____
How much money is currently in the church's endowment funds? \$ _____

8) In the past, some churches have requested and been given permission by Presbytery to sell their manse and to create a Restricted Manse Account with the proceeds of the sale. Usually in these cases Presbytery has placed restrictions on how the funds in the account may be used.

Does your church have a Restricted Manse Account? Yes ____ No ____

- a) If yes, when was the account created?
- b) What are the restrictions on the use of funds (principal and/or interest) from the account?
- c) What was the initial amount invested in the account? What is the amount currently in the account?
- d) Where/how are the funds in the account invested?
- e) Has money ever been added to or expended directly from the account (excluding market fluctuations, if invested in mutual funds, etc.)?
- f) If so, please provide information about when, how much, and for what purpose?
- g) If available, please provide a general reconciliation of the account showing inflows and outflows from the beginning balance to the present.

9) How the Presbytery could help us: (Check all that apply.)

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| <p>Training</p> <ul style="list-style-type: none"> ___ Officer Training ___ Treasurer ___ Clerk of Session Training ___ Teacher Training ___ Youth Leader Training ___ Staff Team Building ___ Personnel Committee Training ___ Sexual Misconduct Prevention <p>Training</p> <ul style="list-style-type: none"> ___ Evangelism Training ___ Risk Management | <ul style="list-style-type: none"> ___ Experiential Worship for the 21st Century ___ Transformation/Revitalization/Redevelopment Tools ___ Mission Evaluation ___ Mission Interpretation/Planning ___ Work Camps ___ Investment Planning ___ Endowment Management ___ Building Additions/Land Acquisition/Loans, <p>Grants</p> <ul style="list-style-type: none"> ___ Building Accessibility/Loans and Grants ___ Building Failure (Roof, Etc.)/Loans and Grants |
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10) Training: Good stewardship of resources may make training programs more efficient when congregations gather together for training.

- a. Are members of your congregation willing to attend Presbytery-wide events? Yes ____ No ____
- b. Are members of your congregation willing to attend regional events (within 20-30 minutes?) Yes ____ No ____
- c. Is individual training (in your church) most effective for your congregation? Yes ____ No ____

REVIEW ANNUALLY:

11) Sexual Misconduct & Abuse Policy and Procedures:

- a. Do you provide all new employees and volunteers who work with children and youth a copy of your own policy and the Presbytery of Albany Policy on Sexual Misconduct? Yes ____ No ____
- b. When did your Session most recently review the issue of sexual misconduct prevention?

Date of review: _____

- c. What are the names of your male and female contacts to whom an allegedly injured party may go as an alternative to calling the Pastor.

12) Annual Financial Review: (See G-3.0205 for clarification.)

- a. Date of last financial review of Treasurer's Records: _____
- b. Date of last financial review of Benevolence or Mission Treasurer's Records (if your church has a separate Benevolence or Mission Treasurer): _____
- c. By whom was the financial review performed? (check) __ Accountant __ Church Committee?
Other?(specify) _____

13) Record-keeping and safekeeping of historical documents: (G-3.0107)

Please check appropriate blanks:

___ Our records are deposited with the Presbyterian Historical Society.

___ Our records are kept in a fire resistant vault.

___ We protect our records by (specify) _____

___ We could use some advice and help with this.

14) The trustees are requesting updated list of all properties owned by your church. (attach an extra sheet if necessary)

- Example: 1. Church Building @ 123 Main Street, Your Town, NY
 2. Manse @ 1234 Main Street, Your Town, NY

15) Insurance Coverage (G-3.0112)

- a) Name of carrier and agent
- b) Please attach the relevant portion of your policy with lists of all coverage and values.