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| **This worksheet is provided for draft purposes only. The Arena form must be completed and submitted by October 1, 2020** |
| **Church Name:** |       |  **Church ID (4-Digit):** |      |
| **Charge Name:**  |       | **District Name**: |  |

|  |
| --- |
| 1. Organization for the **present** church conference year was effective (enter date)      , by electing the following officers (no less than three, and up to nine persons):
 |
|  | **Name** |  | **Term Expires** |
| President |       |  |       |
| Vice President |       |  |       |
| Secretary |       |  |       |
| Treasurer |       |  |       |
| Member |       |  |       |
| Member |       |  |       |
| Member |       |  |       |
| Member |       |  |       |
| Member |       |  |       |
| 1. Is the local church incorporated (¶2529.1)? **[ ]  Yes [ ]  No**
 |
| 1. Name or names in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):
 |
|  |  | **Name(s)** |  | **County Where Building Is Located** |  | **State Property Tax #** |  | **Liber # / Folio Page in Civil Land Records** |
| Church Buildings |  |       |  |       |  |       |  |       |
| Church Buildings |  |       |  |       |  |       |  |       |
| Parsonages  |  |       |  |       |  |       |  |       |
| Parsonages  |  |       |  |       |  |       |  |       |
| Other |  |       |  |       |  |       |  |       |
| Other |  |       |  |       |  |       |  |       |
| * 1. Who is the custodian of deeds and other legal papers?
 |
| * 1. Where are they kept?
 |
| 1. Does each deed contain trust clause (¶2503)? **[ ]  Yes [ ]  No**
 |
| 1. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? **[ ]  Yes [ ]  No**
 |
| 1. Insurance (¶2533.2, 2550.7)
 |
| ***Item Insured/******Insurance*** | ***Replacement******Value*** | ***Amount******of Coverage*** | ***Type******of Coverage*** | ***Company*** | ***Restricted By******Coinsurance******(Yes or No******and amount)*** | ***Expires******When*** |
| **Church Buildings** | $      | $      |       |       | **Y** | **[ ]**  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **Parsonages** | $      | $      |       |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **Church Furnishings****and Equipment** | $      | $      |       |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **Parsonage Furnishings and Equipment** | $      | $      |       |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **Vehicle(s)**  | $      | $      |       |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **General Liability** |  | $      |       |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **Worker’s Compensation** |  |  |  |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **Directors and Officers/Errors and Omissions/Crime** |  | $      |       |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| **Professional Liability****Coverage (Including****Sexual Misconduct)** |  | $      |       |       | **Y** | [ ]  | ***Amount:*** |       |
| **N** | **[ ]**  |
| * 1. Have the buildings been inspected for fire and other safety hazards within the past year? **[ ]  Yes [ ]  No**
 |
| * 1. Have you assessed the replacement value within the last 5 years? **[ ]  Yes [ ]  No**
 |
| * 1. Who performed the assessment?
 |
| * 1. Does the church have a Safe Sanctuary Policy? **[ ]  Yes [ ]  No**
 |
| * 1. Is the amount of insurance adequate? **[ ]  Yes [ ]  No**

*to determine adequacy of coverage, please use the* *GCFA Insurance Worksheet found at* [*www.gcfa.org*](http://www.gcfa.org)*)* |
| 1. Has an Annual Accessibility Audit for church properties been conducted (¶ 2533.6)? **[ ]  Yes [ ]  No**
 |
| * 1. If needed, have you developed an accessibility plan? **[ ]  Yes [ ]  No**
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Signature of President of Trustees

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Printed Name

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date