



I. CORPORATE/GOVERNANCE

- a. _____ Is the congregation incorporated?
- b. _____ Are annual state filings (if required) up to date?
- c. _____ Are Articles of Incorporation correct (have correct name, etc.)?
- d. _____ Who is registered agent?
- e. _____ Has constitution been updated? Since 2013?

II. TAX

- a. _____ Are W-2's/1099's being issued?
- b. _____ Are contributions being acknowledged?
- c. _____ Is congregation part of ELCA Group Exemption (or does it have its own)?
- d. _____ Does congregation have state sales tax exemption?
- e. _____ Does congregation have real estate tax exemption?

III. PROPERTY

- a. _____ Is title clear (or are there deed restrictions)?
- b. _____ Is it in the proper name?
- c. _____ Are there any hazards in building/on property?
- d. _____ Do all building users have written lease or license or permission?
- e. _____ Do all building users have proof of insurance on file?

IV. INSURANCE

- a. _____ Does church have sufficient coverage?
 - i. _____ Property
 - ii. _____ Theft/Crime
 - iii. _____ Liability
 - iv. _____ Sexual Abuse
 - v. _____ Employment Practices (EPLI)
 - vi. _____ Non-owned auto
 - vii. _____ Directors and Officers (D&O)
 - viii. _____ Workers Compensation (unless exempt)
 - ix. _____ [Purchasing Insurance](#)
- b. _____ Are insurance policies kept in organized records?
 - i. _____ Is separate list of historical policies maintained?
 - ii. _____ Is policy information listed on annual report?
 - iii. _____ [Insurance Record guide](#)

V. EMPLOYMENT

- a. _____ Is personnel policy in place?
- b. _____ Include non-discrimination/non-harassment/EEO provisions?
- c. _____ Are job descriptions/expectations in writing?
- d. _____ Is discipline in writing?

VI. ABUSE PREVENTION

- a. _____ Is there policy for safeguarding children and volunteers?
 - i. _____ Does it include screening/background checks/reference checks?
 - ii. _____ Does it include "never alone" rule?
 - iii. _____ Does it include waiting period to work with children/youth?
- b. _____ Is policy being enforced/followed?
- c. _____ Do all doors have windows?