

Documents and Records

Charters, bylaws, member lists, and more—the list of legal documents and records that church leaders must work with is seemingly endless. It is always a good idea to seek legal counsel on any matters concerning legal documents, but church leaders must also have a working knowledge of the importance of these documents.

	Yes	Needs Attention
1. If your church is incorporated, do you consistently file an annual report with the Secretary of State's office?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you familiar with your church's organizational document (e.g., articles of incorporation, charter, or constitution)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you aware of any restrictions and limitations outlined in your church's organizational documents?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your church's organizational document include any provisions that are required/recommended by the IRS?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your church's organizational document state that your organization's duration is perpetual, rather than a specified number of years?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do your leaders have a working knowledge of the church bylaws?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you have your church bylaws reviewed by an attorney regularly, or when any changes are made to the document?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all your church leaders familiar with the organization's financial and accounting records?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do board members review church finances at each board meeting, and are they encouraged to ask questions?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does your church maintain a current list of active, voting members?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do your church records include a complete set of minutes from all board and committee meetings, as well those from annual business meetings and other special meetings?	<input type="checkbox"/>	<input type="checkbox"/>
12. Does your church maintain up-to-date records on all insurance policies and keep records of past policies as well?	<input type="checkbox"/>	<input type="checkbox"/>

(Continued on back)

	Yes	Needs Attention
13. Are church leaders familiar with tax records and requirements, including payroll tax forms, housing allowance designations, and contribution records?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you keep well-organized employment records for each employee, including applications for employment, reference checks, disciplinary actions, attendance records, changes in employee status, and I-9 immigration forms?	<input type="checkbox"/>	<input type="checkbox"/>
15. Are you familiar with your church's property deed and any restrictions that may be outlined in it?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do your church leaders consult with the church's attorney before signing any contracts on behalf of the church?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____