

ALBANY PRESBYTERY SUPPLEMENTAL SESSION REPORT

~ PLEASE RETURN BY FEBRUARY 22, 2012 ~

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 Sue Braymer in the Stated Clerk's office, and she will send you this report as a Word document. (main@albanypresbytery.org)

CHURCH	//	//
Name	e-mail address	website

- 1) **Annual Report from your 2011 Annual Meeting – please send a copy.**
- 2) **Please send a list of your church officers (Elders, Deacons, Trustees) who will be serving in 2012.**
- 3) Please send copies of the following to the Presbytery Office:
 - a) **A copy of the By-Laws and Manual of Administrative Operations of your church.**
 - b) **A copy of your Mission Statement.**
 - c) **A copy of your church's Sexual Misconduct Policy along with a letter from the Session indicating when the policy was 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 A POLICY. If your church does not yet have a policy, the Presbytery can provide a suggested policy that could be easily adapted for your church. Please contact the Presbytery Office if you would like a copy of the suggested policy. A suggested policy is also posted on the Albany Presbytery web site under Policies, Manuals, and Handbooks.**
- 4) Mission: 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 2012 \$ _____
 - b) Total dollars pledged for 2012 \$ _____
 - c) Number of pledges received for 2012 _____
 - d) Expected giving from non-pledging members for 2012 \$ _____
 - e) Do you use capital from endowments to balance your budget? Yes ___ No ___
 - f) If YES, what % of capital did you use in 2011? _____%.
 - g) **How much do you plan to plan to withdraw from your endowment funds in 2012? \$ _____**
 - 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)

- | | |
|--|--|
| <input type="checkbox"/> Officer Training | <input type="checkbox"/> Experiential Worship for the 21 st Century |
| <input type="checkbox"/> Treasurer Training | <input type="checkbox"/> Transformation/Revitalization/Redevelopment Tools |
| <input type="checkbox"/> Clerk of Session Training | <input type="checkbox"/> Mission Evaluation |
| <input type="checkbox"/> Teacher Training | <input type="checkbox"/> Mission Interpretation/Planning |
| <input type="checkbox"/> Youth Leader Training | <input type="checkbox"/> Work Camps |
| <input type="checkbox"/> Staff Team Building | <input type="checkbox"/> Investment Planning |
| <input type="checkbox"/> Personnel Committee Training | <input type="checkbox"/> Endowment Management |
| <input type="checkbox"/> Sexual Misconduct Prevention Training | <input type="checkbox"/> Building Additions/Land Acquisition/Loans, Grants |
| <input type="checkbox"/> Evangelism Training | <input type="checkbox"/> Building Accessibility/Loans and Grants |
| <input type="checkbox"/> Risk Management | <input type="checkbox"/> Building Failure (Roof, Etc.)/Loans and Grants |

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 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-10.0401d 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-9.0406)

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

- a) Name of carrier and agent

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