



CENTRAL FLORIDA PRESBYTERY

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PAIGE M. McRIGHT
EXECUTIVE PRESBYTER

FRANK ALLEN
STATED CLERK

GROVER CRAWFORD
TREASURER

November 28, 2011

Dear Clerk of Session or Church Office Staff:

Each year the Presbytery asks for information about the life of your church and the General Assembly does, too. Your prompt sharing of this information helps us know about the overall strength of our Presbytery.

Thank you, in advance, for your help.

Enclosed you will find the items that comprise the Annual Reports packet for the year ending 12/31/11. Please note that the Checklist indicates who we think may be the best person at your church to complete each report.

Session Annual Statistics (TO THE GENERAL ASSEMBLY)

- The Session Annual Statistics Report is completed online and the instruction booklet is on our website at <http://www.cfpresbytery.org/Statistics.htm>. (YOU WILL NOT RECEIVE IT IN THE MAIL)
- You will need your username and password to access the reports online. I have enclosed a card with your username and new password (***Please notice that your password has changed!***)
- Churches will be able to start completing these online on **FRIDAY DECEMBER 9 2011**. If you are not able to complete these forms online please contact Ruthie at the office for an alternative method to complete them.

Deadlines for Receipt of Information

- **02.01.12** Necrology Report to Ruthie Merced's attention at the Presbytery office
(*You may mail it in, fax it at 407.422.7128 or email it to rmerced@cfpresbytery.org*)
- **02.15.12** Other reports that come to the Presbytery office to Ruthie Merced's attention.
- **02-15.12** Last Day to complete the Clerk's Annual report ONLINE at:
www.pcusa.org/clerks2011
- **02.15.12** Last day to submit information on line to the General Assembly.
(You will not be able to submit information after this date)

If you have any questions, please contact Ruthie at the Presbytery office for assistance at 407-422-7125 ext 201 or by email rmerced@cfpresbytery.org.

Thank you!

Frank Allen
Stated Clerk

CENTRAL FLORIDA PRESBYTERY
ANNUAL REPORTS FORMS CHECKLIST
12.31.2011

Report	Person responsible for gathering Information	Deadline
Session Annual Statistical Report	Clerk Of Session	ONLINE by 02.15.12 or to Presbytery by 02.01.12
Clerks Annual Questionnaire (OGA)	Clerk Of Session	ONLINE by 02.15.12 or to Presbytery by 02.01.12
Necrology Report	Clerk of Session	To Ruthie at Presbytery by 02.01.2012
Church Information	Clerk of Session	To the Presbytery by 02.15.2012
Evangelism Information	Evangelism Chair	To the Presbytery by 02.15.2012
Mission Report	Mission Chair	To the Presbytery by 02.15.2012
Personnel/Procedures report	Pastor, office administration	To the Presbytery by 02.15.2012
Elders Information	Clerk of Session/Church Secretary	To the Presbytery by 02.15.2012
Deacons Information	Clerk of Session/Church Secretary	To the Presbytery by 02.15.2012
Leadership Information	Clerk of Session/Church Secretary	To the Presbytery by 02.15.2012
Support Staff Compensation Survey	Personnel Elder	To the Presbytery by 02.15.2012
Insurance Liability Information	Property Committee Elder/Trustees	To the Presbytery by 02.15.2012

Please contact Ruthie Merced at the Presbytery's office if you have any questions at:
407.422.7125 ext 201 or by email at rmerced@cfpresbytery.org

Return to the Presbytery Office
By: 02.01.2012

**NECROLOGY REPORT
Year Ending 12/31/11**

CHURCH _____ ADDRESS _____

Note: Please include both active and inactive Elders who were members of your church.

NAME OF ELDER DATE OF DEATH CITY/STATE OF DEATH

SIGNATURE: _____
POSITION: _____

PLEASE RETURN BY 02.01.12
TO: Central Florida Presbytery
Att: Ruthie Merced
924 N. Magnolia Ave. - #100
Orlando, FL 32803
rmerced@cfpresbytery.org
Fax: 407.422.7128

CHURCH INFORMATION
Year Ending 12/31/11

Church Name _____ City: _____

Mailing Address: _____

Church Email: _____ Website: _____

Church Phone: _____ Fax: _____

Person completing form: _____ Title: _____

Email: _____ Phone: _____ FAX: _____

Social networks

Facebook Name: _____

Twitter Name: _____

Any other Social Networks? _____

Evangelism Information
Year Ending 12.31.2011

Please return to the office by 02.15.2012

Church Name: _____ Church City: _____

Person completing this form: _____

1. EVANGELISM:

How does your church equip members to share the Gospel of Jesus Christ?

How does your church connect others to a personal and transformational relationship with Jesus Christ?

How many believer baptisms have you celebrated this year?

How are you building the Kingdom of God?

How many members do you plan to receive next year?

How do you contextualize the Gospel for your community?

How may we equip and resource your church for evangelism?

Would members of your congregation attend a local evangelism retreat or conference?

Yes _____ No _____ Maybe _____

MISSION INFORMATION
Year Ending 12.31.2011

Please return to the office by 02.15.2012

Church Name: _____ Church City: _____

Person completing this form: _____

1. **AWARENESS OF & INVOLVEMENT IN PC(USA) MISSION AROUND THE WORLD**

- In what ways did your church keep aware of global mission?

- Do you financially support a missionary? If so, who? Where? Are they a PC(USA) Missionary?

- In what other ways was your church involved in mission beyond your local community?

- Did your church go on mission trip(s) in 2011? If so, where?

- Is your church going on a mission trip(s) in 2012? If so, where and when?

- Does your church have any partnerships with churches or organizations in other countries?

Please describe

2. **INVOLVEMENT IN MISSION IN YOUR COMMUNITY:**

List any special ministries which your church provides to the local community with a brief explanation, if necessary.

- A Soup Kitchen Ministry/Mission Yes _____ No _____
- Food Pantry Yes _____ No _____
- Mother's Day Out Program Yes _____ No _____
- Preschool Yes _____ No _____
- Child Care Yes _____ No _____
- Senior-Adult program Yes _____ No _____
- Homeless Shelter Yes _____ No _____
- Counseling Center Yes _____ No _____
- Other: (please describe) _____

PERSONNEL AND PROCEDURES INFORMATION
End of year 12.31.2011

Please return to the office by 02.15.2012

Church Name: _____ Church City: _____

Person completing this form: _____

1. **RESPONSIBILITY TO EMPLOYEES OF THE CHURCH:**

- Does your church have Personnel Policy and Procedures? Yes _____ No _____

- Was there an annual review of the adequacy of compensation for all staff this year?
Yes _____ No _____

2. **RECORD KEEPING:**

- What software does your church use for:
Accounting: _____
Church Membership _____
Would you recommend their use to other churches?: ___yes ___no

LEADERSHIP INFORMATION (2012)

Please Print

DEADLINE 02.15.2012

Church Name _____ City _____

Effective: January Through: December

OFFICERS	M/M ME	NAME	HOME MAILING ADDRESS	CITY/ZIP	PHONE #	EMAIL ADDRESS
Clerk of Session						
Board of Deacons Moderator						
Church Secretary						
Church Treasurer						
Business Administrator						
Christian Education						
Communications/ Technology						
Newsletter Editor						
Minister/Director of Music						
Christian Education						
Evangelism Committee Chr.						
Mission/Witness Committee Chr.						
Disaster Response Coordinator						
Global Mission Contact						
Peacemaking Contact						

Leadership continued...

2¢ Per Meal/ Hunger Advocate						
Personnel Committee Chr.						
Stewardship Committee Chr.						
Worship Committee Chr.						
Youth Ministry Director						
Senior High Advisor						
Middle School Advisor						
Parish Nurse						

Please PRINT

DEADLINE 02.15.2012

**CENTRAL FLORIDA PRESBYTERY
SUPPORT STAFF COMPENSATION SURVEY as of 12-31-11**

CHURCH NAME: _____

MEMBERSHIP RANGE

CITY: _____

_____ Under 150 _____ 501-750
 _____ 150-300 _____ 751-1000
 _____ 301-500 _____ Over 1000

POSITION TITLE	YEARS ON JOB	FULL/PART-TIME (Indicate one.)	HOURS PER WEEK	AMOUNT OF COMPENSATION (Annual/Hourly)	<u>PAID BENEFITS</u> (Please check one.)			VACATION NO. OF PAID WEEKS
					Medical Only	Medical/Pension	None	
OFFICER MANAGER/ BUS. ADMINISTRATOR								
SECRETARY								
FINANCIAL SECRETARY								
BOOKKEEPER								
CUSTODIAN								
CHRISTIAN EDUCATION STAFF								
YOUTH DIRECTOR								
MUSIC DIRECTOR								
ORGANIST/ ACCOMPANIST								
FOOD SERVICE DIRECTOR								
OTHER								

Please note: The information gathered from this survey will be used by the Presbytery to assist churches seeking information regarding compensation paid to support staff. We would appreciate your attention to this matter so that we can continue to provide helpful resources to churches on various compensation issues related to support staff. Any other information or comments that you wish to add will be appreciated. We will not publish the names of churches when compiling the results of this survey. **THANK YOU IN ADVANCE FOR YOUR COOPERATION.**

CENTRAL FLORIDA PRESBYTERY PROPERTY COMMITTEE LIST OF RECOMMENDED INSURANCE COVERAGE (with some explanation)

1. The church's buildings should be insured for their full replacement value. Churches should have windstorm coverage (and flood coverage if they are in a flood zone.)
2. The personal property of minister(s) and other staff should be covered. (This includes the minister's library, pulpit robe/stoles, a personal computer if it is in the church, a musical instrument that belongs to the choir director or accompanist, etc.)
3. Annual review of the inventory of the contents of church building and updating it to add new items purchased.
4. The church should be covered for the theft of money and securities. The amount should be at least as much as the largest offerings of the year. (Easter, Christmas)
5. The Property Committee recommends that each church have General Liability insurance of at least \$1,000,000 per occurrence. It also recommends an umbrella policy to increase overall liability coverage. (An umbrella is relatively inexpensive.)
6. Every church should have sexual misconduct coverage for both the church and its Ministers, other staff members and volunteers. The maximum available is sometimes only \$300,000 or can be up to \$1,000,000. This will not only cover everyone in case something unfortunate happens but it will also cover defending the church and its employees in court if they are wrongly accused.
7. The church should have coverage for any counseling done by the minister or other staff members. This is also legal protection against unfair accusations.
8. The Property Committee recommends coverage for Directors, Officers, Trustees in case the session and church leaders are sued collectively and individually. (The State of Florida does limit liability for officers and directors.)
9. Churches should have Hired/Non-owned Auto Liability Coverage.
This coverage is for anyone who transports people on behalf of the church using their own car or when a church rents a van for an outing---someone driving for a children's or youth activity, taking an older member to church, taking a meal or communion to a shut-in, etc. If the church rents a car or van for a trip, we recommend purchasing full insurance coverage from the rental company.
10. Most churches are required by law to have Worker's Compensation coverage.
11. Churches are encouraged to have Employment Practices coverage of \$250,000 for claims related to employment, benefits, termination and sexual harassment.

DEADLINE 02.15.2012

Insurance Checklist

Church Name _____

Address _____

Contact Person _____

Email Address _____

Insurance Company/Companies _____

For all insurance coverage the church purchases, please provide the following information:

1) Property:

Does the church purchase property insurance in an amount equal to the full current replacement cost?

Yes _____ No _____ If not, why not? _____

2) General Liability:

a) Is general liability coverage at least \$1,000,000 per occurrence and \$2,000,000 aggregate? Yes _____ No _____
If no, please list the current limit on the policy \$ _____ per occurrence. \$ _____ aggregate

b) Does the general liability policy include coverage for personal injury, advertising, fire damage, legal and nursery/child care?
Yes _____ No _____

c) Does the policy include medical payments? Yes _____ No _____ If yes, does the coverage include volunteers and athletic participants? Yes _____ No _____

d) Does the church have a daycare or school exposure? Yes _____ No _____ If yes, does the policy cover these exposures?
Yes _____ No _____ If no, why not? _____

3) Other Liability Coverage:

a) Does the church have an insurance policy of at least \$1,000,000 per occurrence or higher for Sexual Misconduct or Molestation coverage or the maximum amount written by your carrier? Yes _____ No _____
If no coverage is purchased, please provide explanation _____

b) Does the church have an insurance policy of at least \$1,000,000 per occurrence or the maximum amount written by your carrier for Pastoral Counseling Liability?
Yes _____ No _____
If no coverage is purchased, please provide explanation _____

c) Does the church have an insurance policy of at least \$1,000,000 per occurrence or higher for Directors and Officers Liability?
Yes _____ No _____ If no, please list the current limit \$ _____
If yes, does the policy include session, deacons, trustees, elected and appointed officers? Yes _____ No _____
Does policy include corporate entity coverage? Yes _____ No _____
If no coverage is purchased, please provide explanation _____

d) Does the church have an insurance policy of at least \$250,000 per occurrence limit or higher for Employment Practices Liability?
Yes _____ No _____ If no, please list current limit \$ _____
If no coverage is purchased, please provide explanation _____

Insurance Checklist cont.

4) Worker's Compensation:

- a) Does the church have Worker's Compensation Insurance? Yes _____ No _____
Name of insurance carrier: _____
- b) If no coverage is purchased, please provide explanation _____

5) Umbrella Liability:

- a) Does the church have umbrella liability insurance? Yes _____ No _____
- b) Is the church's umbrella liability limit at least \$1,000,000 per occurrence or higher? Yes _____ No _____
If no, please list the current limit \$ _____ If no insurance coverage is purchased, please provide explanation _____

6) Auto Liability:

- a) Does the church have auto liability coverage of at least \$1,000,000 for cars it owns? Yes _____ No _____
If no, what is the current liability limit \$ _____
Medical Payment limit \$ _____ No Fault Coverage limit \$ _____
- b) Does the church have hired/non-owned coverage for staff and members who drive their cars for church activities?
Yes _____ No _____ If yes, what limit \$ _____
- c) If no insurance coverage is purchased, please provide explanation _____

7) Crime Coverage:

- a) Does the church have coverage for theft of money and securities? Yes _____ No _____
If yes, what is the current limit? \$ _____
- b) Does coverage apply to: Employees _____ Volunteers _____

8) Windstorm Coverage

- a) Is your church covered for windstorm in the event of a hurricane? Yes _____ No _____
If so, is it included in your basic policy or is it covered under a separate policy with another company such as Citizens?
Included _____ Other (Specify name if applicable) _____

- b) What is the amount of windstorm coverage? \$ _____
- c) What is the amount of windstorm deductible? \$ _____

9) Flood Coverage:

- a) Does the church have a flood exposure? Yes _____ No _____
- b) If yes, does the church purchase flood insurance? Yes _____ No _____
If yes, what is the current flood limit? \$ _____

10) Any Other Insurance Coverage:

- a) Does the church purchase any other insurance coverage not listed? If yes, please specify _____

- b) Does your church review insurance criteria on an on-going basis? Yes _____ No _____
If yes, how often? _____

Insurance Agent: _____

(Signature) (Print Name) (Phone)

Church Representative: _____

(Signature) (Print Name) (Phone)

Date: _____