

*ADGL Annual Congregation Review*

*(Due 30 days after the Congregations Annual Meeting or May15th whichever is earliest)*

1. [ ] Date of last Congregational Annual Meeting, Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. [ ] Name, Address, Email and Phone number of all current Clergy, Staff and Vestry/Mission Council Members Please delineate the Sr. Warden, Jr. Warden, Treasurer and Secretary. (Attached)
3. [ ] Copy of the latest “Financial and Records Review” – required annually by the ACNA and ADGL (Attached)
4. [ ] List of Lay Delegates and Alternates to SYNOD approved by the congregation – Name, Address, email, and Phone number. (Attached)
5. [ ]  A copy of the year-end Financial Statements (Balance Sheet / Profit & Loss) as well as a copy of the approved Budget for the upcoming year (Attached)
6. [ ]  Acknowledgement that Insurance is current with coverage for Property (if any), Liability, Counseling and Misconduct.
7. [ ] Acknowledgmen that the Parochial Report has been submitted to the Province (ACNA)
8. [ ] Acknowledgement that the Vestry/Mission Council members have read the ADGL Congregational Handbook
9. [ ] Acknowledgement that the following documents have been approved by the Vestry/Mission Council: 1. Abuse Prevention and Sexual Acts Policies and Procedures (Required by ADGL as well as most Insurance carriers) 2. Conflicts of Interest Policy (Required by most states for non-profits including churches) 3. Expense Reimbursement Policy (Required by the IRS), 4. Current Bylaws in compliance with ACNA and ADGL Canons (See Template on Diocesan website) 5. Discretionary / Benevolence Fund Policy (ADGL Template meets IRS guidelines)

Sr. Warden \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rector/Vicar \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_