

Identification of Financial Condition Worksheet

Identification of Financial Condition Worksheet		Date:	
		Church:	
		City Location:	
Current Pastor:		# of Members:	
Type of Pastoral Relationship:		Average Worship wkly Attendance:	
Tenure of Current Pastor:		Worship Attendance Trend last 5 years:	

Our Congregation has a desire for our continued ministry to our community, and we desire a partnership with the Presbytery of Ohio Valley to discuss our financial status and examine alternatives to maintain our pastor while considering some adjustments in church expenses and/or income due to our financial challenges. To that end we submit the following:

1. A description of our current financial condition and needs can be simply stated as:

2. A description of our last 5 years mission /ministry is:

3. A description of our planned mission /ministry for the next 2 years is:

4. Our congregation participates in the life of the Presbytery in multiple ways:

Per Capita: (amount paid in the previous year)

Shared Mission support: (amount contributed in the previous year)

Congregation members serving on Presbytery committees and groups;

Elder Commissioners attending Presbytery Assembly in the past year

Other ways our church participates in presbytery are (such as hosting an assembly or presbytery committee meetings, joining in the presbytery prayer partners, etc.)

5. We have received or applying for grants or loans to support our ministry as specified below:

6. We are requesting the following:
- Consultation with Committee on Ministry representatives regarding church financial needs.
 - Seeking change in the type of pastoral leadership—3-month prior request needed.
 - Seeking reduction in pastor’s contractual hours and/or salary—3-month prior request needed.
 - Seeking a pastor’s salary that is below POV minimums—3-month prior request needed.
 - Consultation/communication with representatives of POV regarding _____.
 - Other (include description of immediate major maintenance needs, if any):
7. What steps has church taken to address these financial needs—include congregational stewardship activities:
8. Besides salary/housing, what other ways are you compensating and could you be compensating your pastor?
9. (If applicable) What is your plan to fix this reduction in your pastor’s compensation or raise salary back to minimum standard?

10.	Staff Data	List paid staff, position, and number of hours worked per week.	
11.		Pastor’s hours worked per week—as listed in contract (example: full-time = 40):	

Financial Data (last Calendar Year):

12.		Average Contribution per family (or per member)	
13.	Income:	Annual Contributions	
14.		Annual Investment Interest, Dividends, and Annuity Income	
15.		Annual Special Project Income	
16.		Annual All-Other Income –bequests, trust funds, etc.	TOTAL Annual Church Income (Items 13-16):
17.	Expenses:	Pastor’s Annual Salary & Housing—as listed in last contract	
18.		Does Primary Pastor live in a Manse (Y/N)	
19.		Pastor’s BOP Dues	
20.		Pastor’s Value of all other Benefits—as listed in last contract.	Pastor’s TOTAL Salary, Benefit Package, and BOP Dues (Items 17-20):

21.		All Other non-Pastor Personnel Expenses			
22.		Annual Disbursement to Local Programs & Local Missions			
23.		Annual Mortgage Expenditures:			
24.		Annual Utilities, Building Maintenance, and other Capital Expenditures:			
25.		Annual Per Capita Payment Made			
26.		Annual Allocations to Investments			
27.		Annual All-Other Expenditures		TOTAL Annual Expenses (Items 17-27):	
28.	Assets:	Year-End Estimated Value of all building assets			
29.		Year-End Value of all Building Fund Accounts			
30.		Year-end Value of all other Special Accounts and Reserved Funds:			
31.		Money Market/CDs Stocks/Bonds/Mutual Funds/IRAs/Endowments/and All Other Funds If you have Restricted Funds, by whom were they restricted (Donor or Session) and for what purpose(s)?			
32.		Year-End Savings Account Balance(s)			
33.		Year-End Checking Account Balance(s)		TOTAL All Assets (Items 28-33):	
34.	Debt:	Remaining Value of Current Mortgage(s):			
35.		Remaining Value of all other Current Loans or Other Debt:		TOTAL Outstanding Debt (Items 34-35):	

This worksheet was approved by the Session on (date): _____

Clerk of Session: _____

Moderator of Session: _____

Treasurer: _____