

Presbytery of Philadelphia
Commission on Congregations & Leadership
ADMINISTRATIVE COMMISSION CHECKLIST
For the Dissolution of a Church

1. Orientation session with the Stated Clerk or other presbytery representative
2. Elect a moderator from among the commission members
3. Plans for Final Service *[Note that this is a service of the presbytery and should include various representative ministers and elders of the presbytery.]*
 - a. Date and time
 - b. Invitations:
 - i. Present members
 - ii. Former member
 - iii. Churches in the District
 - iv. Officers of the Presbytery
 - v. Others as desired
 - c. Order of Worship
 - d. Participants *[of special importance: the minister and the person(s) who will speak about the church's history]*
4. Certificates of recognition for members at the time of dissolution
5. Certificates of transfer for members who wish to transfer their membership following the final service
6. Records of the session and the congregation should be located and prepared to be turned over to the Stated Clerk or his representative as part of the final service:
 - a. Session and congregations minutes
 - b. The church register
 - c. Any church history files or other items of historic interest
7. Financial and property records should be located and prepared to be turned over to the presbytery's Business Administrator
 - a. Books of account
 - b. Current and past checkbooks, savings account books, bank statements, canceled checks, and payroll records
 - c. Deeds to church real estate and any other documents relating to real estate such as mortgages, mortgage notes, leases (either as lessor or Lessee), official notices, and tax and utility bills
 - d. The articles of incorporation and bylaws of the church corporation and minute books of trustee meetings

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- e. Documents relating to the church's endowment and trust funds
 - f. Documents relating to any obligations owing to the church
 - g. Information concerning any litigation to which the church is a party, either as plaintiff or defendant, and any claims that have been asserted against the church
 - h. Information concerning any repairs needed to the church's buildings and any problems with the church's property
 - i. All insurance policies covering the church and its property
- 8. Keys to the church property should be located and turned over after the final service
 - 9. Arrangements for communion table, baptismal font, communion ware, any other unique or valuable personal property of the church
 - 10. Checking the church's library, Bibles, and hymnals to determine appropriate disposition
 - 11. Arrangements for disposal of miscellaneous personal property, such as kitchen ware, cups and plates, utensils