I. CORPORATE/GOVERNANCE
   a. ______ Is the congregation incorporated?
   b. ______ Are annual state filings (if required) up to date?
   c. ______ Are Articles of Incorporation correct (have correct name, etc.)?
   d. ______ Who is registered agent?
   e. ______ Has constitution been updated? Since 2013?

II. TAX
   a. ______ Are W-2’s/1099’s being issued?
   b. ______ Are contributions being acknowledged?
   c. ______ Is congregation part of ELCA Group Exemption (or does it have its own)?
   d. ______ Does congregation have state sales tax exemption?
   e. ______ Does congregation have real estate tax exemption?

III. PROPERTY
   a. ______ Is title clear (or are there deed restrictions)?
   b. ______ Is it in the proper name?
   c. ______ Are there any hazards in building/on property?
   d. ______ Do all building users have written lease or license or permission?
   e. ______ Do all building users have proof of insurance on file?

IV. INSURANCE
   a. ______ Does church have sufficient coverage?
      i. ______ Property
      ii. ______ Theft/Crime
      iii. ______ Liability
      iv. ______ Sexual Abuse
      v. ______ Employment Practices (EPLI)
      vi. ______ Non-owned auto
      vii. ______ Directors and Officers (D&O)
      viii. ______ Workers Compensation (unless exempt)
     ix. ______ Purchasing Insurance
   b. ______ Are insurance policies kept in organized records?
      i. ______ Is separate list of historical policies maintained?
      ii. ______ Is policy information listed on annual report?
      iii. ______ Insurance Record guide

V. EMPLOYMENT
   a. ______ Is personnel policy in place?
   b. ______ Include non-discrimination/non-harassment/EEO provisions?
   c. ______ Are job descriptions/expectations in writing?
   d. ______ Is discipline in writing?

VI. ABUSE PREVENTION
   a. ______ Is there policy for safeguarding children and volunteers?
      i. ______ Does it include screening/background checks/reference checks?
      ii. ______ Does it include “never alone” rule?
      iii. ______ Does it include waiting period to work with children/youth?
   b. ______ Is policy being enforced/followed?
   c. ______ Do all doors have windows?