

Mission and Ministry Worksheet

Mission and Ministry Worksheet		Date:	
		Church:	
		City Location:	
Former Pastor:		# of Members:	
Type of Pastoral Relationship:		Average Worship wkly Attendance:	
Tenure of the Former Pastor:		Worship Attendance Trend last 5 years:	

1. A description of our current financial situation 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.	Staff Data	List paid staff, position, and number of hours worked per staff person per week (in box to right):	
7.		Former pastor's hours worked per week—(example: fulltime = 40)	

Financial Data (last Calendar Year):

8.		Average Contribution per family (or per member)			
9.	Income:	Annual Contributions			
10.		Annual Investment Interest, Dividends, and Annuity Income			
11.		Annual Special Projects Income			
12.		Annual All-Other Income – including bequests, trust funds, etc.		13. TOTAL Annual Church Income (Items 8-12):	
14.	Expenses:	Salary payments for pastoral services and (if no Manse) Housing.			
15.		Pastor’s BOP Dues			
16.		Pastor’s Value of all other Benefits—may be listed in last contract—including Manse, if applicable.			
17.		All Other <u>non</u> -Pastor Personnel Expenses			
18.		Annual Disbursement to Local Programs & Local Missions			
19.		Annual Mortgage Expenditures:			
20.		Church Building Annual Utilities, Building Maintenance, and other Capital Expenditures:			
21.		If there is a Manse, give Manse’s annual Utilities, Building Maintenance, and other Capital Expenditures:			
22.		Annual Per Capita Payment Made			
23.		Annual Allocations to Investments			
24.		Annual All-Other Expenditures		25. TOTAL Annual Expenses (Items 14-24):	
				26. Pastor’s TOTAL Salary, Benefit Package, and BOP Dues (Items 14-16):	
				27. What percent of the total Income does pastoral services make up (Item 26 divided by Item 25):	
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 (Define Restricted 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)		34. TOTAL All Assets (Items 28-33):	
35.	Debt:	Remaining Value of Current Mortgage(s):			
36.		Remaining Value of all other Current Loans or Other Debt:		37. TOTAL Outstanding Debt (Items 35-36):	

Other Questions:

- If there is a Manse, how is it being used? _____
- What expenditures are planned for Church Building in next 5 years? _____
- What expenditures are planned for Manse in next 5 years? _____

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

Clerk of Session: _____

Moderator of Session: _____

Treasurer: _____