

## **Regional Property and Loan Committee Cheat Sheet**

### **The Properties and Loan Committee's cheat sheet to the "Regional Guidelines for Purchase" responsibilities**

1. That the Regional Administrative Bishop appoint a Properties and Loan Committee to work in conjunction with the Regional Administrative Bishop.
  
2. Preliminary Procedures
  - A. The pastor and local congregation shall determine the need for an expansion program.
  
  - B. A two-year financial and statistical study of the local church shall be prepared.
  
  - C. Said study shall be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee. (Forms may be obtained from the Regional Office.)
  
3. In order for approval to be considered, the following will be necessary:
  - A. Description and details of acquisitions (land or other properties to be acquired) and disposals (land, properties or buildings to be disposed of) are to be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.
  
  - B. Details of buildings to be renovated or demolished are necessary for approval.
  
  - C. Copies of plans for construction are to be reviewed by the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.

- D. Costs of construction are to be sent in writing to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.
  - a. Copies of construction bids (2 or 3 bids necessary). All construction bids are to be consistent with all state and local construction codes, Fire Marshall codes, EPA/ Health Department codes, and the financial requirements of the financial institution(s).
  - b. Costs of materials and labor to be hired if the church is going to do part of the work. Codes are strict and volunteer uncertified labor may not be acceptable. Insurance coverage for injury is necessary.
4. The Regional Administrative Bishop will assign the Properties and Loan Committee to meet with the district overseer, pastor, and any other persons with whom they feel it advisable, to evaluate the project and make a report to the Regional Administrative Bishop who will make a decision as to approval of the project.
5. Local building committee shall be selected whose duties include:
  - A. Financial disbursements for construction costs
  - B. Supervision of building plans
  - C. Regular reports for the pastor to present to the congregation and copies sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee. (page 3)
6. A copy of the minutes of said (local) conference shall be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee. A copy shall be kept on file at the local church
7. Once the conference minutes are received at the Regional Office, the Regional Administrative Bishop will expect regular progress reports, which are first reviewed by the district overseer, and Properties and Loan Committee.

## **DISTRICT OVERSEER Cheat Sheet**

A cheatsheet for the district overseer to “DELMARVA-DC REGION OF THE CHURCH OF GOD REGIONAL GUIDELINES FOR THE PURCHASE, CONSTRUCTION AND LOAN ACQUISITION OF ALL LOCAL CHURCH PROPERTIES”

### **I. Preliminary Procedures**

- A. The pastor and local congregation shall determine the need for an expansion program.
- B. A two-year financial and statistical study of the local church shall be prepared.
- C. Said study shall be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee. (Forms may be obtained from the Regional Office.)
- D. Upon completion of steps A—C (above) the pastor is to then receive a response from the Regional Administrative Bishop and district overseer relative to what action, if any, is to be taken.
- E. In order for approval to be considered, the following will be necessary:
  1. Description and details of acquisitions (land or other properties to be acquired) and disposals (land, properties or buildings to be disposed of) are to be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.
  2. Details of buildings to be renovated or demolished are necessary for approval.
  3. Copies of plans for construction are to be reviewed by the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.
  4. Costs of construction are to be sent in writing to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.
    - a. Copies of construction bids (2 or 3 bids necessary). All construction bids are to be consistent with all state and local construction

codes, Fire Marshall codes, EPA/Health Department codes, and the financial requirements of the financial institution(s).

- b. Costs of materials and labor to be hired if the church is going to do part of the work. Codes are strict and volunteer uncertified labor may not be acceptable. Insurance coverage for injury is necessary.
5. Loan information is to be sent to the Regional Administrative Bishop after being reviewed by the district overseer.
- a. Amount of the total cost of the project
  - b. Amount of cash on hand (25% recommended) to be used in the project
  - c. Amount of the loan to be secured
  - d. Sources of the loan (lending agencies)
  - e. Rate and type (fixed or floating) of interest
  - f. Length of loan (number of years or months)
  - g. Amount of monthly or other payments
  - h. Identification of property to be mortgaged
- F. The Regional Administrative Bishop will assign the Properties and Loan Committee to meet with the district overseer, pastor, and any other persons with whom they feel it advisable, to evaluate the project and make a report to the Regional Administrative Bishop who will make a decision as to approval of the project.

## **II. Proper Procedure**

- A. Upon receipt of written approval from the Regional Administrative Bishop, the Regional Administrative Bishop or one whom he may appoint, shall conduct a conference in the local church for the purpose of approving the purchase of the property, the building plans and construction loans. These measures must be approved by a two-thirds (2/3) majority of the members, present and voting, in a pre-announced conference.

- B. Local building committee shall be selected whose duties include:
1. Financial disbursements for construction costs
  2. Supervision of building plans
  3. Regular reports for the pastor to present to the congregation and copies sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.
- C. A copy of the minutes of said conference shall be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee. A copy shall be kept on file at the local church.
- D. Once the conference minutes are received at the Regional Office, the Regional Administrative Bishop will expect regular progress reports, which are first reviewed by the district overseer, and Properties and Loan Committee.
- E. District overseer to hold annual meeting to review procedures and insurance coverage with pastors on his district and also within 90 days for pastors new to the district.

### **III. Property Information**

For proper protection and stewardship, it is necessary that the following points be observed:

- A. Proper insurance is to be maintained on all church property. This includes liability for accidents and injury. Written evidence of insurance must be furnished to the regional office prior to final approval of the project. Also, that the district overseer check to be sure all properties are properly insured.
- B. Proper authorization from the Regional Administrative Bishop is necessary for any property transactions, purchasing, selling, demolition, construction, or any other project.

General Assembly Minutes (2002), Page 190, S46, II, Item 3.

*The said Local Board of Trustees shall have full right, power and authority to buy property for the use or benefit of the local congregation; to sell, exchange, transfer and convey any of the local property held by it, or to borrow money and pledge the said*

*property for the repayment of the same; and to execute all necessary deeds, conveyances, and so forth, provided that each of the following conditions is met: (1) the proposition shall first be presented to a regular or called conference of the local church; (2) presided over by the Regional Administrative Bishop or one whom he may appoint; (3) approved by a two-thirds majority vote; and (4) provided further that the board have a certification, in writing, from the Regional Administrative Bishop, or one whom he may appoint, that the proposition is not adverse to the interest of the Church of God (Cleveland, Tennessee, U.S.A.).*

- C. Renovations and additions must have the approval of the regional and district overseers.

General Assembly Minutes 2002, (Page 192,) S48.

*The Regional Administrative Bishop shall require any local church in his region, before acquiring property, beginning or contracting for construction or purchase of a new church or educational building or a parsonage, or remodeling of such a building, if the cost will exceed 10 percent of its value, to submit for consideration and approval a statement of the need for the proposed facilities, preliminary architectural plans, and estimate of the cost, and a financial plan for defraying such costs. Before finally approving the building project, the Regional Administrative Bishop or his designee shall ascertain whether the preliminary architectural design and financial programs have been reviewed, evaluated, and approved by proper authorities.*

- D. Conferences must be approved.

General Assembly *Minutes* (2002), Pages 176-177, S40, Item I, Item II (1,2).

### ***I. Purpose***

*A church conference is a business meeting for the purpose of transacting any business necessary for the operation of the local church.*

### ***II. Who May Conduct a Conference***

1. *No pastor has the right to hold a conference without permission from the district overseer.*

2. *No conference shall be held in the district except under the direction or supervision of the district overseer. This does not exclude the authority of the overseer [administrative bishop] of the region, which is fully explained in the **Minutes of the General Assembly**.*
- E. Having the money to complete a project without a loan does not give a church the right to proceed with a project without approval from the regional and district overseers.
- F. Purchase of Properties and Remodels
1. That special attention be given to the ruling in the General Assembly **MINUTES**, Supplement Section, under Caption Regional Administrative Bishop, which reads “Approve the selection, purchase and construction of all church, parsonage or Sunday School properties together with the respective district overseer.” Further, that a letter be sent from the district overseer to the Regional Administrative Bishop approving or disapproving the property or construction plans.
  2. WHEREAS, several churches have become overburdened financially by major bond programs, loans and sometimes side loans, even to the extent of having to seek state or regional office assistance, and . . .
  3. WHEREAS, the growth and spirituality of local churches have been hindered by such a heavy financial load, WE RECOMMEND, that the local church and pastor compute all building costs for the completed building programs; that such appraised costs be covered by one bank loan or one bond program so that no side notes or extra bond issues will be necessary; and further, that such plans and estimated costs be approved by the state and district overseer before any building is started. Also that there be a 10% additional projected cost added to the estimated cost because of inflation.
  4. That all current pastors and new pastors who come into the region be sent a copy of this policy. That any pastor going into a building program be sent a copy of policy before any type building is started, as a reminder of these policies.
- G. A certified property appraisal must be secured by the local church and sent to the regional office *if requested* by the Regional Administrative Bishop.

## Pastors Cheatsheet

### “DELMARVA-DC REGION OF THE CHURCH OF GOD REGIONAL GUIDELINES FOR THE PURCHASE, CONSTRUCTION AND LOAN ACQUISITION OF ALL LOCAL CHURCH PROPERTIES”

#### I. Preliminary Procedures

- A. The pastor and local congregation shall determine the need for an expansion program.
- B. A two-year financial and statistical study of the local church shall be prepared.
- C. Said study shall be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee. (Forms may be obtained from the Regional Office.)
- D. Upon completion of steps A—C (above) the pastor is to then receive a response from the Regional Administrative Bishop and district overseer relative to what action, if any, is to be taken.
- E. The Regional Administrative Bishop will assign the Properties and Loan Committee to meet with the district overseer, pastor, and any other persons with whom they feel it advisable, to evaluate the project and make a report to the Regional Administrative Bishop who will make a decision as to approval of the project.

#### II. Proper Procedure

- A. Upon receipt of written approval from the Regional Administrative Bishop, the Regional Administrative Bishop or one whom he may appoint, shall conduct a conference in the local church for the purpose of approving the purchase of the property, the building plans and construction loans. These measures must be approved by a two-thirds (2/3) majority of the members, present and voting, in a pre-announced conference.
- B. Local building committee shall be selected whose duties include:
  - 1. Financial disbursements for construction costs



2. Supervision of building plans
  3. Regular reports for the pastor to present to the congregation and copies sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee.
- C. A copy of the minutes of said conference shall be sent to the Regional Administrative Bishop. He will forward copies to the district overseer and the Properties and Loan Committee. A copy shall be kept on file at the local church.
  - D. Once the conference minutes are received at the Regional Office, the Regional Administrative Bishop will expect regular progress reports, which are first reviewed by the district overseer, and Properties and Loan Committee.
  - E. District overseer to hold annual meeting to review procedures and insurance coverage with pastors on his district and also within 90 days for pastors new to the district.

### **III. Property Information (COG MINUTES)**

- A. Conferences must be approved.

*No pastor has the right to hold a conference without permission from the district overseer.*

- B. Purchase of Properties and Remodels

*WHEREAS, the growth and spirituality of local churches have been hindered by such a heavy financial load, WE RECOMMEND, that the local church and pastor compute all building costs for the completed building programs; that such appraised costs be covered by one bank loan or one bond program so that no side notes or extra bond issues will be necessary; and further, that such plans and estimated costs be approved by the state and district overseer before any building is started. Also that there be a 10% additional projected cost added to the estimated cost because of inflation.*

### **IV. Regional Office Underwriting of Local Church Loans**

A. The underwriting of a local church loan by the regional office is a matter of trust and a matter of legal obligation. When the regional office underwrites a loan, it is a legal pledge by the regional office to the financial institution that guarantees repayment of the loan, even if the local church defaults on its financial obligation. It is also evidence of the confidence of the regional office that the local church is able to meet its financial commitments. Therefore, by accepting regional office underwriting of the local church loan, the following policies and procedures are agreed to by the local church.

B. As a consideration of the Church of God Delmarva-DC Regional Office underwriting a proposed loan in the amount of \$ \_\_\_\_\_ for the \_\_\_\_\_ Church of God, \_\_\_\_\_, Pastor of \_\_\_\_\_ Church of God, and all employed or credentialed ministry staff members (listed on page 21 of this document) hereby agree that in the event that they cease to hold the office of Pastor or ministry staff member of the \_\_\_\_\_ Church of God, for any reason, or in the event that they cease to hold credentials with the Church of God (Cleveland, TN), then for a period of two (2) years following either of such events, they shall not engage in any church ministry or para-church activities which reasonably could be construed as competitive in nature with the above named church, at any area within a 25-mile radius of \_\_\_\_\_ Church of God, without the written consent of \_\_\_\_\_ Church of God by its pastor (or other duly authorized office) or by the Regional Administrative Bishop.

Nothing herein shall prohibit the assignment or reassignment of Church of God pastors or staff within the 25-mile radius mentioned herein, under normal Church of God ecclesiastical polity. This covenant shall be interpreted to comply with all of the laws of Maryland, Delaware, Virginia, and Washington, DC. If any portion of this covenant is found to be not enforceable, such finding shall not affect the legality of or enforceability of the remainder of this covenant.

It is hereby agreed and understood that any person executing this document has the right to seek legal counsel of his or her own choosing. Witness the signatures on the dates indicated below.

C. In the event the regional office is called upon for payment by the lending institution, any monies paid by the regional office on behalf of the local church shall be considered as a loan from the regional office to the local church unless stated otherwise by the

regional council. Repayment of this loan to the regional office shall be made in a timely fashion, as soon as practical.

- D. After the regional office is contacted by the lending institution for payment, the church shall send detailed weekly financial reports to the regional office, indicating all receipts and disbursements. If it is required, the local church shall
- E. Also provide to the Regional Administrative Bishop detailed financial reports for specified periods of time. Additionally, if an audit is requested by the Regional Administrative Bishop, the local church shall give timely assistance in providing all requested records for the auditor. The local church shall pay the cost of the audit.
- F. Due to the call of the lender for payment by the regional office, the regional office shall have *de facto* control of the financial operation of the local church until such time that the local church is able to handle its financial obligations in a prudent manner. This shall include, but not be limited to, the local board of trustees signing any and all documents regarding property and finances, as directed and approved by the Regional Administrative Bishop. If the local board of trustees fail to do so when requested by the Regional Administrative Bishop, the local board of trustees shall be declared vacant by the Regional Administrative Bishop, and the regional board of trustees shall function in their stead.
- G. If the Regional Administrative Bishop deems it advisable to do so, an administrator may be appointed to supervise the financial operation of the local church during the time of financial instability.
- H. The items shall be read publicly to the local church prior to acceptance of regional underwriting, and shall be accepted by a two-thirds majority vote of the congregation in a previously announced church conference authorized by the Regional Administrative Bishop, and moderated by the Regional Administrative Bishop or one whom he may appoint. The pastor and treasurer shall sign and date a letter reflecting the verification of this acceptance by the congregation in a conference, prior to the Regional Administrative Bishop's final action regarding the underwriting.

# **Leadership Transition Property Management Guidelines**

## **Purpose**

During the transition of leadership at a local church there are many aspects of ministry, community and business that must be considered upon the appointment of a new pastor. The Church and Pastor's Council and the leadership of the local church are often eager to communicate the aspects that make their local church great. The Church Treasurer, or Clerk, is able to describe and outline most of the business arrangements and responsible without much stress. There is one aspect that often gets over looked; the physical plant that the church operates, maintains and updates.

Most pastors have one or two people that help in the maintenance and up keep of the properties, however once the established pastor leaves many records and plans are laid to the side. The purpose of this document is to help in the process of transitioning what represents the largest debt and/or investment of the local church to the incoming pastor.

### **What this is not:**

These guidelines are not intended to be a referendum on anyone or group. The soul purpose is to make sure the properties are being exchanged in the proper way and there are no surprises for incoming leadership.

### **Pastoral Change Report:**

Upon the changing of the senior leadership of the local church, a report is to be submitted to The Administrative Bishop, who will forward the information to the respective District Overseer and the Regional Property Committee, or if that committee is dormant the Regional Council, that outlines the following:

1. A list of all properties owned or operated by the local church.
2. A copy of the innovatory list.
3. A List of all partnerships with other ministries or leases of the use of any buildings deeded to the local church.
4. A list of all outstanding maintenance contracts.
5. A list of all projects in progress on properties owned or operated by the local church.
6. In the event of the impending change of the senior pastor the Regional Property Committee will be made aware so that a walk through can be scheduled and if any additional work needs to be considered proper plans can be made.

7. Any concerns that the former Pastor, the local church's Property Committee, or the acting Church and Pastor's Council might have about the properties and a short explanation.
8. If any property is found to be "Highly Questionable," the Administrative Bishop, District overseer or the Region Property Committee reserves the right to request an inspection of the property by a professional.
9. Upon review of the inspection report by local church's leadership, the Administrative Bishop, District Overseer and the Regional Property Committee; recommendations will be made to the local church's Property Committee.
10. If recommendations are found to be of major importance the Administrative Bishop will request oversight of completing the projects to the Regional Property Committee.

## Facility Inspection worksheet

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
<i>Risk Management Program:</i>				
Do you have an accident prevention policy?	0	0	0	
Are there written performance or accountability standards and objectives for managers and supervisors to:	0	0	0	
<ul style="list-style-type: none"> <li>• Reduce injuries and illnesses?</li> <li>• Enhance workplace health and safety?</li> </ul>	0	0	0	
have you established compliance activities and programs?	0	0	0	
Is there a designated agency safety coordinator?	0	0	0	
Do you have any health and safety committees?	0	0	0	
have you established written safety rules and practices?	0	0	0	
Do you offer health and safety training and education?	0	0	0	
Do you conduct health and safety inspections/surveys?	0	0	0	
Do you practice loss prevention and control techniques?	0	0	0	
have you established health and safety promotion and awareness programs?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
have you established accident investigation and reporting procedures?	0	0	0	
Do you have a procedure for workers' compensation claims management?	0	0	0	
Do you offer early return to work programs?	0	0	0	
Do you have emergency response procedures, including notification of authorities, parents and church officials?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Buildings and Grounds:</i>				
Are roofs inspected annually?	0	0	0	
Are repairs performed promptly to prevent building deterioration?	0	0	0	
Are stained glass windows covered with a shatterproof material to prevent damage?	0	0	0	
Are walkways kept clear of loose gravel and other foreign materials?	0	0	0	
Are there any tripping hazards on the sidewalk, lawn or parking lot?	0	0	0	
Are there potholes in the driveways or parking lot?	0	0	0	
Are parking lot traffic signs in good condition and positioned for easy viewing?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are there parking blocks in the parking lot? (They are a major cause of trip and fall injuries and should be removed.)	0	0	0	
Are driveway and parking lot chain barriers equipped with reflectors for visibility at night?	0	0	0	
Is the parking lot adequately marked and lighted?	0	0	0	
Is there exterior dusk-to-dawn lighting on all sides of the building?	0	0	0	
Are all exterior basement window wells covered with a substantial covering or grate that will hold at least 500 pounds?	0	0	0	
Is there a wheelchair-accessible ramp, and is it inspected frequently?	0	0	0	
Are sidewalks and steps free of raised cracks or chips?	0	0	0	
Are handrails securely anchored?	0	0	0	
Are fences in good repair?	0	0	0	
Are trees maintained and located so as not to allow access to upper floor windows or roofs?	0	0	0	
Is there a separate shed to store paint, gasoline and other flammables?	0	0	0	
Are lightning protection systems in place?	0	0	0	
On older systems, do wires run directly into the ground?	0	0	0	



	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
<i>Cold Weather Concerns:</i>				
Is snow removed promptly from entryways, sidewalks and parking lots?	0	0	0	
Are ice and other slick spots treated as soon as possible?	0	0	0	
Is snow and ice removed immediately from above doorways and walkways?	0	0	0	
Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?	0	0	0	
Do downspouts direct water over walkways where it can freeze and create a slip-and- fall-hazard?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Playground Equipment:</i>				
Do surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand or pea gravel, or are mats made of safety-tested rubber or rubber-like materials?	0	0	0	
Does protective surfacing extend at least 6 feet in all directions from play equipment? For swings, surfacing should extend twice the height of the suspending bar in back and front.	0	0	0	
Are play structures that are more than 30 inches high spaced at least 9 feet apart?	0	0	0	
Is all equipment securely anchored?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Is there dangerous hardware, such as open “S” hooks or protruding bolt ends?	0	0	0	
Do openings in guardrails or between ladder rungs measure less than 3.5 inches or more than 9 inches?	0	0	0	
Are there sharp points or edges in equipment?	0	0	0	
Are there tripping hazards such as exposed concrete footings, tree stumps and rocks?	0	0	0	
Do all elevated surfaces such as platforms and ramps, have guardrails to prevent falls?	0	0	0	
Are playgrounds checked regularly to see that equipment and surfacing are in good condition?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Vehicles:</i>				
Do you have a written policy banning the use of cell phones and other mobile devices while operating motor vehicles?	0	0	0	
<i>Owned:</i>				
Is the use of owned vehicles restricted to official business or activities?	0	0	0	
Do buses and vans comply with state requirements for lights, equipment and color?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Do drivers perform a pre-trip and post-trip inspection documenting vehicle condition, any mechanical problems and odometer reading before and after trips?	0	0	0	
Are vehicles routinely inspected by a competent mechanic?	0	0	0	
Does the inspection include chassis, all lights, body, exhaust system, brakes, tires, steering and interior?	0	0	0	
Are written repair and maintenance records kept for each vehicle?	0	0	0	
Are drivers instructed that under no circumstances should the keys be kept in any vehicle when left unattended?	0	0	0	
Are periodic bus evacuation drills conducted?	0	0	0	
Are the driver and all passengers required to wear seat belts? (Buses are excluded.)	0	0	0	
<i>Nonowned:</i>				
Are all staff members, employees and volunteers who use their vehicle for church or school business informed that their liability and physical damage coverage is primary coverage?	0	0	0	
Do individuals who use their vehicle for church or school business provide the Risk Manager or Safety Committee with proof of insurance with adequate liability limits?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
If someone's vehicle does not appear to be reliable, it should not be used for church or school business or activities.	0	0	0	
Are there established guidelines for minimum age limits for those using their vehicle for church or school business? (We recommend a minimum age of 21.)	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Fire Protection and Prevention:</i>				
Do you have a fire prevention plan?	0	0	0	
Are fire doors in good operating condition and unobstructed, including their counterweights?	0	0	0	
Are all fire extinguishers checked and tagged annually by a qualified servicing contractor?	0	0	0	
Are all fire extinguishers checked monthly by staff?	0	0	0	
Are all fire extinguishers properly mounted on a wall in a conspicuous location?	0	0	0	
Are specifically hazardous areas such as the furnace/boiler room (Type-ABC) or kitchen (Type-K) equipped with a proper fire extinguisher in accordance with National Fire Protection Association standards?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Is each floor level (including balconies) equipped with a proper fire extinguisher (Type-ABC)?	0	0	0	
Are fire extinguishers placed so the maximum travel distance does not exceed 75 feet?	0	0	0	
Are employees periodically instructed in the use of extinguishers and fire protection procedures?	0	0	0	
Do you have a fire alarm system?	0	0	0	
If so, is the fire alarm system tested at least annually?	0	0	0	
Are all owned buildings which are occupied as sleeping quarters equipped with early-warning smoke detectors?	0	0	0	
Are all smoke detectors hardwired into the electrical system and equipped with battery backup?	0	0	0	
Are automatic sprinkler system water control valves, air and water pressure levels checked weekly or periodically as required?	0	0	0	
Is good housekeeping maintained in the furnace or boiler room?	0	0	0	
Is good housekeeping maintained in storage areas?	0	0	0	
Are hardwired carbon monoxide detectors provided for buildings equipped with fossil fuel heat sources and hot water heaters?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Electrical and Grounding:</i>				
Are electrical outlets in nurseries and preschool age classrooms equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlet? (Plastic plugs are not recommended.)	0	0	0	
Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles?	0	0	0	
Are portable electrical tools and equipment grounded or of the double insulated type?	0	0	0	
Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded?	0	0	0	
Are any electrical cords frayed, cracked or dried out?	0	0	0	
Are properly grounded receptacles placed where machinery or tools are used?	0	0	0	
Are refrigerators, freezers, air conditioners and electrical water coolers grounded?	0	0	0	
Do extension cords being used have a grounding conductor?	0	0	0	
Are power strips or bar-type adapters used to increase the number of receptacles in a wall outlet? (T-type multi-adapters are not acceptable.)	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	0	0	0	
Are electrical enclosures such as switches, receptacles and junction boxes provided with tight-fitting covers or plates?	0	0	0	
Do you use the proper size fuse for each circuit in your fuse box?	0	0	0	
Are circuits identified on the fuse box cover?	0	0	0	
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Kitchen:</i>				
Is there an easy exit from the kitchen to the outside of the building?	0	0	0	
Is the kitchen exit located away from the potential source of a fire?	0	0	0	
Is the kitchen area, including appliances, walls, floors, etc., free of grease accumulation?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are overhead fluorescent and incandescent lights in food preparation areas protected to prevent the possibility of glass particles contaminating food should a light explode or break?	0	0	0	
Is the kitchen fire extinguisher mounted on a wall near an outside exit?	0	0	0	
Is the fire extinguisher a Type-K?	0	0	0	
Are proper waste containers used for waste food accumulation?	0	0	0	
Are waste containers emptied immediately when filled?	0	0	0	
Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?	0	0	0	
If frequent cooking takes place, are exhaust hoods equipped with removable filters and are explosion-proof lights installed above the cooking equipment?	0	0	0	
Are the hood, filters and exhaust duct cleaned on a regular basis?	0	0	0	
Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?	0	0	0	
Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections?	0	0	0	
Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?	0	0	0	



	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?	0	0	0	
Is a mop conveniently located to quickly clean up spills?	0	0	0	
Are hot pads and mitts readily available for handling pots and pans?	0	0	0	
Is your kitchen area equipped with heat detectors?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Public Areas:</i>				
Are rugs, carpets and floor tiles periodically checked for tears, rips or chipping that could cause tripping?	0	0	0	
Are rugs, carpets and floor tiles promptly repaired?	0	0	0	
Are “walk-off” mats used at all entrances to collect grit, water, ice and snow?	0	0	0	
Are “walk-off” mats cleaned frequently?	0	0	0	
Are “Caution Wet Floor” signs used when maintaining floors or after cleaning up a spill?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Is good housekeeping maintained and are all floor obstructions and tripping hazards removed?	0	0	0	
Are extension, telephone or sound equipment cords on the floor or steps where they can create trip-and-fall hazards?	0	0	0	
Are emergency phone numbers posted by all telephones?	0	0	0	
Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence?	0	0	0	
Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated?	0	0	0	
Are poisonous substances stored away from areas where children congregate?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Stairway Conditions:</i>				
Are steps on stairs and stairways designed or provided with a surface that is slip resistant?	0	0	0	
Are standard stair rails or handrails on all stairways with four or more steps?	0	0	0	
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Do stairway handrails have at least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?	0	0	0	
Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?	0	0	0	
Where stairs or stairways exit directly into any area where vehicles might be operated, are adequate barriers and warnings provided to prevent employees, members and guests from stepping into the path of traffic?	0	0	0	
Is the rise in concrete at entranceways identified to prevent slips and falls?	0	0	0	
Is there proper illumination on stairways and access to light switches on both levels?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Access to Exits; Exit Markings:</i>				
Do all emergency exits open in an outward direction?	0	0	0	
Are all emergency exit doors equipped with panic hardware?	0	0	0	
Are all emergency exits kept unlocked and free of obstructions when buildings are occupied?	0	0	0	
Are there two exits, remote from each other, for each level of the building?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are exterior fire escapes accessible and well maintained?	0	0	0	
Are all exits marked with a lighted exit sign and also powered by an emergency source?	0	0	0	
Are exit route maps displayed at regular intervals throughout your facilities?	0	0	0	
Is emergency lighting tested regularly?	0	0	0	
Is it a policy to replace backup batteries in exit signs and emergency lights once a year?	0	0	0	
Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "TO BASEMENT," "STOREROOM" and the like?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Machinery and Equipment:</i>				
Are heating and air conditioning systems inspected at least annually by a qualified contractor?	0	0	0	
Are boilers and hot water heaters equipped with a pressure and temperature relief valve?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are lawn mowers and all gasoline-powered equipment stored in a detached storage building?	0	0	0	
Is limited storage of flammable and combustible materials in accordance with NFPA Standard 30 or local ordinances?	0	0	0	
Are ladders maintained and in good condition at all times?	0	0	0	
If a ladder is being used to gain access to a roof or upper platform, does it extend at least 3 feet above the point of support?	0	0	0	
Are metal ladders prohibited from use in areas containing electrical current?	0	0	0	
Are ladders equipped with nonslip safety feet?	0	0	0	
Are ladders stored indoors or otherwise protected from the elements?	0	0	0	
Are all power and hand tools kept in good condition with regular maintenance?	0	0	0	
Are power tools with hazardous moving parts equipped with proper guarding?	0	0	0	
Is the organ turned off when not in use so that it cannot overheat and potentially cause a fire?	0	0	0	
Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Is all lawn care equipment equipped with proper protective guarding and appropriate warning notices?	0	0	0	
Is American National Standards Institute (ANSI) approved eyewear and hearing protection provided for staff members and volunteers involved in maintenance and lawn care?	0	0	0	
Are workers required to wear eyewear and hearing protection?	0	0	0	
Are point of operation guards in place?	0	0	0	
Is the mechanical power transmission apparatus adequately guarded?	0	0	0	
Are saws and other woodworking equipment provided with blade guards and safety devices?	0	0	0	
Are powered and non-powered hand tools in good condition?	0	0	0	
Are powered and non-powered hand tools safely and neatly stored?	0	0	0	
Are powered hand tools electrically grounded?	0	0	0	
Are abrasive wheel grinders adequately guarded?	0	0	0	
Are the grinder tool rests and tongue guards adjusted?	0	0	0	
Is compressed air used for cleaning regulated to less than 30 psi?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Do floor stand mounted air circulation fans have blade guards narrow enough to prohibit children from coming in contact with the moving fan blades?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Employees and Volunteers:</i>				
<i>Screening Procedures:</i>				
Do you make it a rule never to accept volunteers who have not been church members for at least six months?	0	0	0	
Are all applicants — employee and volunteer — asked to complete an employment application?	0	0	0	
Do you contact references and employers listed on applications?	0	0	0	
Do you maintain a file of these contacts and what transpired?	0	0	0	
Do you interview prospects only after contacting previous employers and other references?	0	0	0	
Do you have an associate participate in interviews?	0	0	0	
Do you routinely check for arrest and conviction records?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
When you offer an applicant a position, do you ask for a complete set of fingerprints for your file?	0	0	0	
Are all drivers at least 21 years old and their motor vehicle records checked every 3 years?	0	0	0	
Do individuals who use their vehicle for church or school business possess a valid driver's license?	0	0	0	
Is a copy of each driver's license kept on file?	0	0	0	
<i>Activity Procedures:</i>				
Do you have a written standard of conduct for adult/children relationships establishing parameters of conduct and contact during and after normal activity hours?	0	0	0	
Does this written standard include parameters for online conduct and contact with children and youth, including email and social networking sites?	0	0	0	
Are there always at least two adults in any teaching or recreational situation involving children?	0	0	0	
Are youth activities done in an open area or room and not in a private office?	0	0	0	
Are parents fully informed about the activities their children will be involved in?	0	0	0	
Do selected personnel have emergency or first aid training?	0	0	0	



	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Do employees and volunteers have guidelines to follow when dealing with the indigent or homeless?	0	0	0	
Are offerings counted and recorded by a team of two or more non-related individuals?	0	0	0	
Are offerings immediately deposited in a bank or night depository rather than kept at the church or an individual's home overnight?	0	0	0	
Are checks stamped "For Deposit Only" immediately upon receipt?	0	0	0	
If your building is used by outside groups, is there a person designated to record who attends meetings and to make sure your facility is left secure?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Security:</i>				
Are buildings kept locked when unoccupied? Is your building protected by a burglar alarm?	0	0	0	
Are keys to the building marked "Do Not Copy?"	0	0	0	
Are the keys or access cards given out in limited numbers?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Is a record kept of individuals who have a key or access card?	0	0	0	
Are locks and safe combinations changed when employees who have had access are discharged?	0	0	0	
Are personnel assigned to check windows and exit doors for security before leaving the building at the end of the day?	0	0	0	
Are grade-level and basement windows protected with window locks, wire mesh or bars?	0	0	0	
Are grade-level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide?	0	0	0	
Is a detailed written, photographic or video inventory of building contents and valuables maintained? (The inventory should include brand, model number, serial number, cost and date of purchase when possible. Receipts for new purchases should be kept.)	0	0	0	
Are sacred objects, vessels and other valuables kept in a safe, vault or quality locked cabinet when not in use?	0	0	0	
Is audio-visual, office and musical equipment stored in a locked room or office area when not in use?	0	0	0	
have you made arrangements for regular police patrols or a security force drive-by at night?	0	0	0	
Is sensitive student, employee and volunteer information password-protected and stored on a separate computer that does not have Internet access?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Ergonomic Workstation Analysis:</i>				
Do working spaces allow for a full range of work movements?	0	0	0	
Are mechanical aids and equipment provided where feasible?	0	0	0	
Are work surfaces at proper heights and adjustable?	0	0	0	
Can work surfaces be tilted or angled?	0	0	0	
Are workstations designed to minimize or eliminate:	0	0	0	
<ul style="list-style-type: none"> <li>• Twisting at the waist?</li> <li>• Bending at the waist?</li> <li>• Extension of the arms?</li> <li>• Elevation of the elbows?</li> <li>• Reaching above the shoulder? • Static muscle loading?</li> </ul>	0	0	0	
• Bending or twisting of the wrist?	0	0	0	
Do employees have the option to vary their posture?	0	0	0	
Are employees' hands or arms subjected to pressure from sharp edges on work surfaces?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are armrests provided where needed? Are footrests provided where needed?	0	0	0	
Is the floor surface irregular, slippery or sloping?	0	0	0	
Are cushioned floor mats provided for workers who are required to stand for long periods?	0	0	0	
Where chairs or stools are provided, are they easily adjustable and suited to the task?	0	0	0	
Are all task requirements visible from comfortable positions?	0	0	0	
Is there a preventive maintenance program for mechanical aids, tools and other equipment?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
<i>Ergonomic Material Handling Analysis:</i>				
Are weight(s) to be handled excessive? If so, can weight(s) be reduced?	0	0	0	
Is the distance between the object and the body minimized?	0	0	0	
Are walking surfaces: • Level? • Wide enough? • Clean?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
• Dry? • Visible?	0	0	0	
Are working surfaces adjustable to optimal handling heights?	0	0	0	
Are objects to be moved: • Difficult to grasp? • Unstable? • Awkward? • Slippery?	0	0	0	
Are there handholds on these objects?	0	0	0	
Is help available for heavy or awkward lifts?	0	0	0	
Is there enough room to maneuver?	0	0	0	
Does the employee have an unobstructed view of handling the task?	0	0	0	
Can mechanical devices be employed?	0	0	0	
Are the following avoided in material handling:	0	0	0	
• Movements below knuckle height? • Static muscle loading? • Twisting at the waist? • Movements above shoulder height? • Sudden movements during handling? • Excessive reaching?	0	0	0	
Are distances that materials are moved minimized?	0	0	0	

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
Are highly repetitious material handling tasks paced by machine or conveyor or by rates?	0	0	0	
Are high rates of repetition avoided by: • Job rotation? • Job enlargement? • Self pacing?	0	0	0	
• Sufficient rest pauses?	0	0	0	
Are pushing or pulling forces reduced or eliminated?	0	0	0	
Is the employee's vision obscured during the handling task?	0	0	0	
Are gloves required?	0	0	0	
If gloves are required, are proper sizes available?	0	0	0	
Is proper footwear being utilized?	0	0	0	
Is there a preventive maintenance program for mechanical aids and associated equipment?	0	0	0	
Are workers trained in correct handling and lifting procedures for their specific job?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				

	Satisfactory	Needs Attention	Not Applicable	Additional comments and information
<i>First Aid Care:</i>				
Is there an adequate first aid kit available?	0	0	0	
Are records kept of all first aid care provided to employees as listed in OSHA record-keeping requirements? Requirements can be found on the OSHA website at <a href="http://www.osha.gov">www.osha.gov</a>	0	0	0	
Are records kept of all first aid care provided to members, guests and volunteers?	0	0	0	
Are emergency phone numbers posted?	0	0	0	
Is at least one employee qualified to render first aid/CPR?	0	0	0	
Are first aid providers protected against bloodborne pathogens?	0	0	0	
In areas where corrosive liquids or materials are handled are there means provided for quick drenching or flushing of the eyes and body?	0	0	0	
Are material safety data sheets available for review by a physician in case of chemical exposure?	0	0	0	
Completed by: _____ Date: _____ Completed by: _____ Date: _____ Completed by: _____ Date: _____				
source :	<a href="https://www.churchmutual.com/media/safetyResources/files/Self_Inspection_Checklist.pdf">https://www.churchmutual.com/media/safetyResources/files/Self_Inspection_Checklist.pdf</a>			