



CHURCH SAFETY AUDIT CHECKLIST

For completion at least annually by the Committee of Management

☐ indicate that follow-up is needed using the Maintenance Report.

LOCATION BEING AUDITED: _____

DATE/S OF AUDIT: _____

NAMES OF AUDITORS: _____

This checklist provides a general guideline for auditing risk management and is for informational purposes only. It does not cover all potential risks. The items listed in this checklist are those that generally appear to cause the most damage and result in the more frequent and severe claims. It is not an exhaustive list, and churches are encouraged to add items relevant to them.

ADMINISTRATION

	ITEM	COMMENTS	☐
1.	The WHS Manual available to all		
2.	Committee Agendas include Safety topics.		
3.	Records of Reports and Forms are current		
4.	Any outstanding matters for follow-up		
5.	Ready availability of Forms and Templates		
6.	Church insurance policies are current.		
7.	Levels of insurances are reviewed annually		
8.	Other		

FIRE

	ITEM	COMMENTS	☐
1.	Fire hoses in good condition		
2.	There are enough fire extinguishers.		
3.	Extinguishers in place and service is current		
4.	Access to all extinguishers is clear.		
5.	Fire exit signs in place and working		
6.	Date of last fire evacuation training		
7.	Sprinkler system maintenance is current		
8.	Fire alarm system testing is current		
9.	Other		

Sample Church Audit Guide

Christopher L. Webber



Sample Church Audit Guide:

Guidelines for Leading Your Congregation 2013-2016 (Set of 26) General Board Of Discipleship, 2012 The Guidelines booklets one for each ministry area are tools that enable you to help get new lay leaders off to a good start Each booklet includes the basic job description for the leader as well as practical how to information important to implementing ministry effectively Brief and to the point for the busy but spirit led leader these Guidelines take some of the unknown out of leading these ministry areas One booklet for each title makes up this set of 26 Guidelines perfect for making them available to all church members The twenty six Guidelines one for each ministry are *Guidelines for Leading Your Congregation 2013-2016 - Finance* General Board Of Discipleship, 2012-11-01 The goal of the ministry of finance is to fund ministries that nurture persons in their faith The finance system in the congregation will raise manage and disperse the funds of the congregation that help realize the mission and vision of the church This Guideline is designed to help equip you in leading this ministry group in your congregation This is one of the twenty six Guidelines that cover church leadership areas including Church Council and Small Membership Church the administrative areas of Trustees and ministry areas focused on nurture outreach and witness including Worship Evangelism Stewardship Christian Education age level ministries Communications and more To see a full list of Guidelines search by typing keywords Guidelines for Leading Your Congregation 2013 2016 and click search *U.S. Master Auditing Guide (Third Edition)* D. Larry Crumbley, Rezaee Zabihollah, 2004-08 The field of taxation of employee and executive compensation is complex dynamic and ever changing CCH's U S Master Compensation Tax Guide unravels the complexity and explains in clear and concise language this critical area providing practical and comprehensive guidance The Guide covers the complicated compensation tax topic in a comprehensive yet practical straightforward fashion that readers value and appreciate *Church Administration and Finance Manual* Otto F. Crumroy, Stan Kukawka, Frank M. Witman, Paul D. Witman, 2023-09-19 A field tested guide to the management and finance of church congregations revised for a new generation Clergy are generally equipped to preach and provide spiritual care But when it comes to budgets insurance fire safety and church management many find themselves at a loss The Church Administration and Finance Manual is the classic guide to running a church written to answer key questions for clergy and lay leaders Not simply a theoretical resource the Manual provides suggestions for almost every aspect of parish administration position descriptions financial forms materials for stewardship and Christian education building use and safety issues employee record keeping and much more This revised edition offers guidance on many new topics that are of vital importance to churches including protecting children information security approaches to preventing and responding to violence planned giving social media and hybrid work and worship Whether clergy are just out of seminary or well seasoned in parish life the Manual is full of excellent guidelines tools and forms for improving the management of the parish *Zondervan Church and Nonprofit Tax and Financial Guide* Daniel D. Busby, 2005-12 An outstanding resource for anyone

handling the financial affairs of a church Simeon May CPA Executive Director National Association of Church Business Administration The most understandable easy to follow tax guide of its kind explains complex tax concerns in plain language This annual reference guide continues to be one of the few resources offering tax and financial advice to churches and nonprofit organizations Issues of financial accountability receiving and maintaining tax exempt status accounting for charitable gifts and other crucial topics receive careful and full discussion The 2006 edition also contains a thorough description of tax laws affecting churches and other nonprofit organizations including changes made in 2005 ensuring compliance with all regulations This guide is indispensable to church treasurers and anyone else responsible for the financial operation of a nonprofit organization This 2006 edition includes Expert advice on handling charitable gifts Sample policies and procedures Easy techniques for simplifying financial policies and procedures Understanding medical expense reimbursements Key steps in sound compensation planning Examples of required IRS filings This volume will have great value for folks in the financial services end of our various nonprofits as well as churches It show a great deal of research and careful thought Ted W Engstrom World Vision Because of the completeness of these guides they should be in every church library and in every pastor s study Publishers Weekly ReligionBookLine This basic reference guide fills a long standing need Larry Burkett s Money Matters *Zondervan 2004 Church and Nonprofit Tax and Financial Guide* Dan Busby,2003-12 A complete tax and financial guide for churches and other nonprofit organizations written in plain English **The Auditor's Companion** David J. O'Regan,2024-06-03 The only comprehensive and up to date dictionary covering the concepts and language of auditing The Auditor s Companion combines succinct definitions of core auditing terminology with more than one hundred expansive discussions of concepts important to auditing such as the audit society authority judgment logic in auditing the postulates of auditing and skepticism This collection of mini essays includes theoretical explanations and insights sketches of arguments historical developments and guidance for further reading Transcending the framework of a dictionary The Auditor s Companion is a reference book in which succinct definitions and conceptual explorations combine into a coherent whole to satisfy the needs of both novice and experienced auditors The terminology of auditing covers both the evolving socially constructed aspects of auditing s purposes as well as auditing s methodological basis in the abstract enduring techniques of traditional logic The book s coverage of terminology therefore embraces auditing s constantly developing socioeconomic roles in addition to its perennial methodologies of reasoning The Auditor s Companion is the only reference tool that addresses the underlying characteristics shared by all categories of auditing The Vestry Handbook Christopher Webber,2011-09 The Vestry Handbook was first published in 1988 and a revised edition was published in 2000 Over that span of time it has sold nearly 90 000 copies and continues to sell well Inevitably such a working guidebook becomes out of date if not revised at regular intervals The Canons of the church change and new issues confront Vestries The author is consulting diocesan administrators other clergy the Church Deployment Office and the Church Pension Fund

concerning changes that need to be made Following is a partial list indicating the kind of revisions needed

- 1 Update the Canons Many of the Canons summarized in Appendix I pp 101 102 have been revised and renumbered Canons are often referred to in the text and these need to be checked against the latest edition of the Canons
- 2 Update the resource list
- 3 Update financial information The illustrations for salaries etc given are in relevant amounts for 2000 and need to be updated
- 4 Safe Church Training There is only a brief discussion of sexual misconduct and no direct reference to safe church training
- 5 Continuing Education The new canons and diocesan emphasis on this subject are a development since the current edition
- 6 Dealing with conflict The material provided is in terms of local issues but new material needs to be provided on the current tensions in the Anglican Communion how to handle tensions in the congregation and how to be sure property decisions are properly made in terms of national canons
- 7 Technology The current edition is markedly out of date with no references to websites cell phones Facebook Twitter etc and their use in parish communications
- 8 Other minor spot revisions and updates throughout the book

Tax and Financial Guide 2010 Dan Busby, 2010-01-31 The Zondervan 2010 Church and Nonprofit Tax and Financial Guide is the most accessible complete and easy to follow tax and financial guide of its kind explaining complex tax concerns in plain language

Church Administration Handbook Bruce P. Powers, 2008 Together with the newly revised *Christian Education Handbook* this volume provides complete basic church information and administrative guidelines

Seventh-day Adventist Church Manual. General Conference of Seventh-Day Adventists, 2005

The Vestry Handbook, Fourth Edition Christopher L. Webber, 2024-01-02 An indispensable resource that supports vestry members and clergy in their ministry Trusted by tens of thousands of vestry members wardens and rectors The Vestry Handbook is the indispensable guide to the day to day functions of an Episcopal parish The handbook includes explanations of leadership roles and organizational structure parish finances building maintenance tax considerations elections the spiritual lives of vestry members and more This new fourth edition responds to the changing needs of Episcopal churches with additional coverage of diversity and inclusion new guidance for parish finances and advice tailored to small congregations The volume has been updated throughout to reflect the current canons of the Episcopal Church

Catalog of Copyright Entries. Third Series Library of Congress. Copyright Office, 1978

The Nonprofit Manager's Resource Directory Ronald A. Landskroner, 2002-05-14 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition

Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism Guidelines for Leading Your Congregation 2013-2016 - Trustees Regina Hoosier,2012-11 Your role as trustee is governed by The Book of Discipline Being a trustee of your local church is an important role and one in which you can take great pleasure This Guideline is intended to be a guide as you begin fulfilling your responsibilities and a reference throughout your tenure as trustee This is one of the twenty six Guidelines that cover church leadership areas including Church Council and Small Membership Church the administrative areas of Finance and Pastor and ministry areas focused on nurture outreach and witness including Worship Evangelism Stewardship and Christian E *Zondervan 2020 Church and Nonprofit Tax and Financial Guide* Dan Busby,Michael Martin,2020-02-04 The Zondervan 2019 Church and Nonprofit Tax and Financial Guide annual reference guide continues to be one of the few resources offering tax and financial advice to churches and nonprofit organizations Issues of financial accountability receiving and maintaining tax exempt status accounting for charitable gifts and other crucial topics receive careful and full discussion The 2019 edition also contains a thorough description of tax laws affecting churches and other nonprofit organizations ensuring compliance with all regulations The book includes expert advice on handling charitable gifts sample policies and procedures easy techniques for simplifying financial policies and procedures insights on medical expense reimbursements key steps in sound compensation planning and examples of required IRS filings

IRS Audits of Tax-Exempt Organizations Bruce R. Hopkins,2008-02-13 Written by Bruce Hopkins the foremost expert on nonprofit law this is your complete analysis of the procedures and practices of the IRS in its audits of tax exempt organizations Practical in presentation this book offers advice on undergoing audits details today s exempt organizations issues and authoritatively examines detailed documentation and citations as well as numerous case studies tips forms and checklists A Practical Guide to University and College Management Steve Denton,Sally Brown,2009-09-11 Written for the Higher Education manager this is a highly accessible text that offers practical guidance on managing the day to day life of colleges and universities throughout the academic year It takes a proactive approach and offers a range of best practice examples and solutions for resolving dilemmas that arise in a rapidly changing environment Church and Ministry

Strategic Planning William Winston, Robert E Stevens, David L Loudon, R Henry Migliore, 2012-10-12 Spiritual management is required for spiritual organization and yet a ministry's master plan should be the Master's plan for that ministry Church and Ministry Strategic Planning assists readers in developing a Biblically based blueprint for carrying out the many activities in which the church or ministry is involved The authors show clearly how careful planning is inspired by the Scriptures Suppose one of you wants to build a tower Will he not first sit down and estimate the cost to see if he has enough money to complete it Luke 14 28 and how it improves making decisions today which ultimately affect the ministry's effectiveness tomorrow Church and Ministry Strategic Planning covers all areas of this type of planning and can be read and reviewed quickly Through the use of a model of the strategic planning process the authors show how to develop mission statements define strategic objectives develop strategy options and operating strategies appraise performance and monitor strategic planning Readers are led step by step through these key areas of creating a strategic plan Examples and worksheets at the end of each chapter enable pastors administrators and lay leaders to develop a strategic plan fitting to their specific ministry or church The appendixes provide tools used in planning as well as a complete sample strategic plan for a large church Put these concepts to immediate use in decisionmaking and pursue God's purpose and vision for the church or ministry If readers take the time and effort to study this book apply its format and prayerfully keep God in every step of the plan here is what the authors believe plan administrators can expect 1 A sense of enthusiasm in the church or ministry 2 A 5 year plan in writing to which everyone is committed 3 A sense of commitment by the entire church to its overall direction 4 Time for the leaders to do what they have been called to do 5 Clear job duties and responsibilities 6 Clear and evident improvement in the health and vitality of every member of the church staff 7 Measurable improvement in the personal lives of all those in responsible positions with time for vacations family and personal pursuits 8 The ability to measure very specifically the growth and contribution made by senior pastors or evangelists at the close of their careers 9 Guaranteed leadership of the church or ministry because a plan is in place in writing and is understood Even more importantly a management team and philosophy will be in place to guide the church or ministry into its next era of growth Explore this Biblical perspective on planning and develop a strategic plan that is systematic and continuous and allows the church or ministry to assess its market position establish goals objectives priorities and strategies to be completed within specified time periods achieve greater staff and member commitment and teamwork aimed at meeting challenges and solving problems and muster its resources to meet these changes through anticipation **CCH Accounting Articles** ,1975

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