

EAST OHIO CONFERENCE CHURCH INFORMATION RECORD

(Please type or print all information)

CHURCH NAME _____ DISTRICT _____

CHURCH INCORPORATION NAME _____

STATE OF OHIO INCORPORATION NUMBER _____ Expiry Date _____

PHYSICAL LOCATION _____ COUNTY _____

MAILING ADDRESS _____ CITY/ZIP _____

INSURANCE COMPANY _____ AGENT _____

DEED HOLDER/LOCATION _____

Name of County Courthouse and recorded reference information (Volume, Page, Date for each track of land)

_____ Year Built _____

LOGISTICS:

SEATING CAPACITY: Sanctuary _____ Fellowship Hall _____ Picnic Pavilion _____

Other Areas (name) _____ Kitchen size _____

Worship times: _____ # of Classrooms _____ # of Offices _____ # of Restrooms _____

PARKING: # Parking Spaces _____ Overflow options _____

Sound system ☐ yes ☐ no

Projection equipment ☐ yes ☐ no

Projection Screen ☐ yes ☐ no

DVD compatible ☐ yes ☐ no

Air Conditioning: (check all that apply)

☐ Sanctuary

☐ Fellowship Hall

☐ Other _____

Handicap Accessible: (check all that apply)

☐ Sanctuary

☐ Fellowship Hall

☐ Restroom

☐ Elevator

☐ Ramp

☐ Chair lift

☐ Other _____

BUILDING USED FOR: (☐ yes ☐ no - time/days-information)

Preschool ☐ yes ☐ no _____

Day Care ☐ yes ☐ no _____

Food Bank ☐ yes ☐ no _____

Clothes distribution ☐ yes ☐ no _____

Free Meals/soup kitchen ☐ yes ☐ no _____

Boy Scouts ☐ yes ☐ no _____

Girl Scouts ☐ yes ☐ no _____

4-H Groups ☐ yes ☐ no _____

Other Ministries:

Stephen Ministries ☐ yes ☐ no _____

Emmaus ☐ yes ☐ no _____

Support Groups ☐ yes ☐ no _____

Others:

CONTACTS:

Church Secretary _____ Phone: _____

Music Director _____ Phone: _____

Meal Planning Chairperson _____ Phone: _____

Technical Director (Sound/AV) _____ Phone: _____

LIST MAJOR CHURCH BUILDING IMPROVEMENTS/ADDITIONS IN THE LAST 5 YEARS.

OTHER PROPERTY

PARSONAGE:

Location_____ Year Built_____ Year Purchased_____

List major parsonage improvements in the last 5 years.

ALL OTHER CHURCH OWNED PROPERTY AND LAND: (Please give complete details and location.)

APPROXIMATE INDEBITNESS OF CHURCH OWNED PROPERTY. _____

FUTURE CHURCH BUILDING/GROUNDS NEEDS/IMPROVEMENTS: _____

PLEASE INCLUDE: Recent picture of church building exterior and sanctuary, and parsonage exterior.

SIGNATURES:

PASTOR_____

TRUSTEE CHP._____ **DATE COMPLETED:** _____