



Church Resource Audit Checklist

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

What is your organizational form?

\_\_\_ corporate, non-profit (State: \_\_\_\_\_)

\_\_\_ corporate, for profit (State: \_\_\_\_\_)

\_\_\_ unincorporated other: \_\_\_\_\_

If you are a non-profit organization, have you applied for/received a letter from the IRS confirming your tax-exempt status? Yes/No

What is your tax-exempt classification? 501(c) (\_\_\_)

What organization/denomination are you closely affiliated with?

\_\_\_\_\_

Do you have articles of incorporation? Yes/No By-laws? Yes/No

Do you have a doctrinal statement or statement of purpose? Yes/No

Do you have an Employee Manual? Yes/No

Do you have regular volunteer who works for you? Yes/No

- o Do you have a Volunteer Manual? Yes/No
- o Do volunteers receive training and/or have to sign anything before working? Yes/No

Have you ever been sued, threatened with suit, denied tax-exempt status or received a warning for any of the following:

- \_\_\_ speaking out on issues from the pulpit
- \_\_\_ speaking out on issues in public settings
- \_\_\_ public evangelism, distribution of tracts
- \_\_\_ distributing voters' guides
- \_\_\_ pastoral support of a candidates
- \_\_\_ lobbying efforts
- \_\_\_ hiring/firing practices
- \_\_\_ church discipline

Have you ever had any problems with:

- \_\_\_ zoning
- \_\_\_ building permits
- \_\_\_ eminent domain

Do you lease your building to anyone? Yes/No

- If "Yes", is the lease written? Yes/No
- Does the lease provide any restrictions on the kinds of activities tenant can engage in on the premises? Yes/No
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Do you do any background checks on potential employees?

- Reference checks
- Criminal background checks

Does your organization produce and/or distribute voters' guides? Yes/No

- Do the guides endorse any particular candidates? Yes/No
- Do the guides endorse any particular party? Yes/No
- Do the guides express an opinion on any issue? Yes/No

Has your pastor publicly endorsed a political candidate? Yes/No

- Has the pastor expressed support for candidate from pulpit? Yes/No

Does your church permit candidates to speak at your church? Yes/No

- Do you give equal time to opposing candidates? Yes/No
- Are any statements of support or opposition made for candidates? Y/N

Does your organization produce any kind of publication, bulletin, etc. where advertising is sold? Yes/No

- Do you permit political ads in your publication(s)? Yes/No

Is your organization involved in any lobbying activities? Yes/No

- If yes, what percent of your budget is devoted to lobbying activities? \_\_\_%
- If yes, what percent of staff time and effort is used? \_\_\_\_\_%