

*Parish*

ITEMS TO CHECK BEFORE RATIFICATION OF NEWLY ELECTED PARISH COUNCIL MEMBERS

- ✓ 1. Legality of the meeting (quorum).
- 2. Copies of:
  - ✓ a) notice of meeting (with mailing date).
  - ✓ b) Agenda
  - ✓ c) Ballot sheets with received ballots for:
    - ✓ 1. Officers of the assembly
    - ✓ 2. Parish Council
    - ✓ 3. Auditing Committee
    - ✓ 4. Nominating Committee
    - ✓ 5. Diocesan Delegates
- ✓ 3. Report form submitted by Diocese with signatures.
- 4. Reports presented to Parish Assembly:
  - ✓ a) Pastor's Report
  - b) Parish Council's Report - *NO! only from Chairman PC report should be signed*
  - ✓ c) Committee's reports
- ✓ 5. Financial Report
- ✓ 6. Minutes of the Parish Assembly
- ✓ 7. Have assessments been paid?
- ✓ 8. Have 1982 assessment figures been included in the budget?
- ✓ 9. Certification of newly elected Diocesan Delegates
- 10. Clergy Stipend - *NO! sheet*
- 11. *No form of Balloting mentioned*