

## **Parish Corporate Record Keeping**

Click blue outline of any document below

- Document A.....General Directives
- Document B.....Agenda for the Annual Meeting
- Form 1 .....Appointment of Lay Trustees
- Document C.....Sample Minutes of an Annual Meeting
- Form 2 .....Annual Corporate Board Meeting Report
- Document D.....Items Requiring Corporate Resolution
- Form 3 .....Request for Proxy
- Document E.....Sample Motions
- Form 4 .....Affidavit of Corporate Resolution – Property
- Form 5 .....Affidavit of Corporate Resolution – Other
- Document F .....Sample Minutes of a Special Meeting
- Form 6 .....Record of Action of the Board of Directors
- Document G .....Transfer of Real Estate