



## 2026 Annual Presbytery Checklist

Below is a checklist for congregations. Items on the list are required either by the Book of Order, the Presbytery, or both. We ask that you compile the items requested and submit them to the Presbytery office **NO LATER THAN** the dates indicated below:

### January 31, 2026:

- Contact Information
  - Add updates where necessary and mail or scan to the Presbytery office
- Mission Pledge Form
- Quarterly Per Capita Payment Request
  - The Presbytery relies on Per Capita payments being made in full... If wishing to pay per capita quarterly, please submit a request via mail or email ([info@winnebagopresbytery.org](mailto:info@winnebagopresbytery.org)) so that we may anticipate your payments in the forthcoming year
  - Will be considered for action at the February Presbytery Meeting

### February 6, 2026:

- CCLI & CVLI Licensing
  - Contact the office if you'd like your license numbers, as you may be publishing them in your newsletters
- Names of Elders for Communion authorization

### February 28, 2026:

- Necrology Report for **2025** year
  - Only Ruling Elders

### March 15, 2026:

- Terms of Call
  - Provided to Clerks of Session via email following Presbytery approval
  - Also available on our website under *Documents & Resources* → *2026 Pastoral Compensation Packet*

### March 31, 2026:

- Per Capita Payment
  - See form for additional information

### June 30, 2026:

- Proof of Insurance Report
- Loan Information Report
- Child Protection Policy, Sexual Misconduct Policy, Antiracism Policy, and Harassment Policy

Please return all documents regardless of whether you have any information to update (i.e. if you didn't have any loans, we still need the form returned with your church name and location saying you do not have any loans).