YEAR END CHURCH ADMIN CHECKLIST

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How to use this checklist: Use it in a meeting with your pastor, finance team, and key leaders to decide who will do what and by when. Not every item will apply to every congregation.

A. Worship, Calendar, and Communication

Confirm December worship schedule

- ☐ *Advent Sundays and themes*
- ☐ *Christmas Eve / Christmas Day services*
- ☐ *Watch Night / New Year's Eve / New Year's Day service*

Confirm service leaders for each date

Service Leader	*Advent Sundays*	*Christmas Eve / Day*	*Watch Night / New Year*
Preacher			
Worship leader / musicians			
Scripture readers			
Ushers/greeters / hospitality			
Childcare / children's church			
AV / livestream			

Schedule and communicate special events

Event	*Date*	*Promotions*
Christmas concert or program		
Volunteers' appreciation gathering		
Ministry holiday celebrations		
Interfaith or community services		
Angel tree, food baskets, or gift drives		

Update church calendar and announcements

- ☐ *Website or social media*
- ☐ *Printed bulletins or inserts*
- ☐ *Email or text reminders*

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B. Giving Statements and Donor Care

Reconcile all offerings and donations through year end

- ☐ *Match offering envelopes or records to deposits*
- ☐ *Match deposits to bank statements*
- ☐ *Confirm online giving reports are included*

Prepare year-end contribution statements

- ☐ *Confirm each donor's name and address are correct*
- ☐ *Include total giving and itemized list if applicable*
- ☐ *Note any non tax deductible gifts, if needed*

Acknowledge in-kind gifts

- ☐ *List donated goods or services (do not assign a dollar value)*
- ☐ *Prepare thank you letters for in-kind donors*

Prepare a short "thank you for your generosity" summary

- *Two or three sentences about ministry impact this year*
- *Insert in contribution statements or email message*

C. Payroll and Personnel

Confirm all staff and regular contractor payments are up to date

Review payroll records

- ☐ *Verify addresses and Social Security numbers*
- ☐ *Confirm housing allowance for clergy is documented if applicable*
- ☐ *Double check year to date totals*

Coordinate with payroll provider or bookkeeper

- ☐ *Prepare W 2 forms for employees*
- ☐ *Prepare 1099 NEC forms for eligible contractors*
- ☐ *Set target date for distribution in January*

Schedule staff and key volunteer appreciation

- ☐ *Cards or notes of gratitude*
- ☐ *Small gifts or recognition moment in worship*

D. Financial Controls and Year-End Review

Reconcile all bank accounts through the final December statement

Reconcile credit card and petty cash accounts

Review designated and restricted funds

- ☐ *Confirm balances*
- ☐ *Note how funds were used*
- ☐ *Identify any funds that need clear instructions*

Prepare a simple year-end finance summary

- ☐ *Budget versus actual report*
- ☐ *Short narrative highlight: "Here is what we were able to do this year"*

Plan for financial oversight

- ☐ *Decide whether an internal review or external audit is needed*
- ☐ *Confirm who will lead the review and by when*

E. Membership, Records, and Reporting

Update membership roll

Activity	*Number*
New members added	
Members who moved or transferred	
Members who died, with dates recorded	

Review attendance trends

- *Note any groups needing special pastoral care*
- *Note areas of growth and new engagement*

Gather ministry and committee reports

- *One short report per ministry*
- *Highlights, challenges, and hopes for next year*

Confirm safe storage and backup of records

Records	*Location*
Board or council minutes	
Financial reports	
Insurance policies and property records	
Digital backup or cloud storage location	

F. Planning for the New Year

- ☐ *Draft or finalize next year's budget*
- ☐ *Set preliminary ministry and event calendar for the first quarter*
- ☐ *Identify top three priorities for the year ahead:*
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- ☐ *Schedule a leadership retreat or planning session if needed*

  Date:

  Location: