

Parish Corporate Record Keeping

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