



STEPS TO PLANTING A CHURCH IN ALABAMA

Our goal in Alabama is to partner with healthy churches to plant healthy churches. This is achieved by:

- planting churches who reinvest in the next generation of church plants
- partner with existing churches to help fund new church plants
- encourage healthy churches to mother PACs (Parent Affiliated Churches)

*The following steps are the process for you to follow as you launch your new church. As each step is completed, write the date in the blank to the left of the step number. This will help prevent the church planting process from being delayed due to an incomplete step. **Every church (whether PAC, multi-site, or otherwise) is required to have CPD approval before launching in the Alabama District.***

_____ Step 1: Receive an Alabama New Church Plant Packet

It is available at <http://www.adcag.org/ministries/church-planting-development>. If you want to continue to partner with us in planting your church, please continue with the following steps.

_____ Step 2: Take a Church Planter Profile Pre-Assessment

Go to <http://churchplanterprofiles.com> and complete the FREE online assessment. The Agency you should select is Alabama District Council of the Assemblies of God in the box at the bottom of the first page. You will need to download your assessment in PDF format and email it to David Strahan at dstrahan@adcag.org.

_____ Step 3: Complete the District Application

Go to our District website at www.adcag.org and download the application located on our Church Planting and Development page under the

Ministries tab page. Complete it and email to David Strahan at dstrahan@adcag.org.

Step 4: Sectional CPD Committee Approval

You will be contacted by the Sectional Presbyter and/or CPD Director to review the results of the Church Planter Pre-Assessment with the Sectional CPD Committee. If approved, you will be able to attend an approved CMN boot camp.

Step 5: Attend CMN Boot Camp

Attend a Church Planter's Boot Camp through the Church Multiplication Network at <http://churchmultiplicationnetwork.ag.org/events>. You will need to send a copy of your evaluation, expected timeline, and ministry plan to David Strahan at dstrahan@adcag.org.

Step 6: Complete Full Church Planter Profile

Go to <http://churchplanterprofiles.com> and upgrade your online assessment. There are four assessment instruments taking 15-20 minutes each. Download your assessment in PDF format and send it to David Strahan at dstrahan@adcag.org.

Step 7: Complete the Alabama CPD Fund Application

If you are wanting financial assistance, church planting repayable matching funds may be available to qualified churches that are part of a mothering or partnering church plant. Email David Strahan at dstrahan@adcag.org for an application.

Step 8: Final Approval by CPD Board

After you send in your full church planter profile and ministry plan to the CPD Director, he will contact you to set up a time to interview with the CPD Board. They meet once a quarter. You will either be approved to start a church or not. If you desire funding, please bring your Fund Application with you. You will be assigned a church planting coach.

Step 10: Complete New Church Opening Form

To be recognized as an AG church, the church planter should contact Brother Ed Wilson ewilson@adcag.org to complete a DISTRICT COUNCIL AFFILIATED CHURCH CHARTER FORM. After the church has completed step 13, the form will be filed with Springfield. You are not considered a new church until steps 10-13 are completed.

Step 11: Receive District Affiliated Church Constitution

When the DISTRICT COUNCIL AFFILIATED CHURCH CHARTER FORM is completed, then a copy of the DISTRICT AFFILIATED CHURCH CONSTITUTION will be mailed to you. (Parent Affiliated Churches will not receive this because they operate under the parenting church's constitution and by-laws).

Step 12: Receive a 501(c)(3) letter from the General Council

As part of the Assemblies of God, your church operates under the General Council's 501(c)(3) exemption. When your NEW CHURCH OPENING FORM is completed, you will be under their status. If you desire a letter for your records, please contact the General Council Secretary's office. (Parent Affiliated Churches can request this from their parent or contact the General Council Secretary's office).

Step 13: Apply for an EIN Number

You will need to complete an application for your Employer Identification Number (EIN)– Form SS-4. You can complete the SS-4 form online at <http://www.irs.gov/pub/irs-pdf/fss4.pdf>. When you receive your EIN number, you should contact the Alabama District immediately and give it to Brother Ed Wilson. Once we receive your EIN, we will forward the DISTRICT COUNCIL AFFILIATED CHARTER Form to General Council. At this time, you will be considered a new church. (Parent Affiliated Churches can operate under the parenting church's EIN as long as their payroll is handled with the parenting church).

Step 14: Apply for Non-Profit Articles of Incorporation

Incorporating is a means of protecting church members from any liability beyond the liability insurance coverage of the church. An incorporated church becomes a legal entity and is separated from the members who formed and make up the membership of the church. When the church is incorporated, lawsuits filed against the church are filed against the church itself which has become a legal entity. Incorporation is another financial protection that is both desired and appreciated by many church members. You will find a form at <http://www.sos.alabama.gov/downloads/business/sosdf-5.pdf>.

Step 15: Open a Church Checking Account

Take your 501(c)(3) and your EIN number to the bank to open your church checking account. The signature card for the checking account should include the signature of either the District secretary treasurer or the treasurer of the mother church. To open an account, you'll typically be asked to provide:

- Proof of your EIN
- Photo ID, and social security numbers of the principal signers
- Master list of the church's board of directors and corporate officers

Step 16: Set Up Your Church Financial System

When you have opened the church checking account, you are then eligible to receive contributions. Make an appointment with David Strahan or our District Secretary Ed Wilson to set up your church financial system and review your salary structure. Many financial issues need to be addressed including housing allowance and Social Security payments. More information can be found at <http://www.churchlawandtax.com/lessons/new-minister>.

Step 17: Apply for the STL Grant

Speed the Light (STL) will help you with funds for a sound system or video projection system. If you are either licensed or ordained through the AG and your church is less than two years old you may apply for this grant. STL will only release funds after the church has launched. To receive an application or for questions on the STL grant, please contact Steve Mason at smason@adcag.org.

Step 18: Apply for the BGMC Grant

Boys and Girls Missionary Crusade (BGMC) will help with a grant for ministry supplies relating to discipleship or evangelism. If you are either licensed or ordained through the AG and your church is less than two years old you may apply for this grant. To receive an application or for questions on the BGMC grant, contact Dr. Michael Sharp at msharp@adcag.org.

Step 19: Obtain Church Insurance

Prior to holding any public meetings, the church planter needs to obtain church insurance. To set up your coverage, contact Brotherhood Mutual Insurance at 1-800-333-3735. In the event of a mother church plant you may do better getting a rider added from the parenting church policy.

Step 20: Adopt a Children's and Youth Risk Management Policy

Your church needs to adopt, implement and abide by a Children's and Youth Risk Management Policy. Contact Brother Ed Wilson for any questions and a consultation.

Step 21: Send Monthly Reports to our CPD Director

Until you become a General Council Affiliated Church, you will need to email monthly reports to our CPD Director at dstrahan@adcag.org. You can contact Sherry Sowers at ssowers@adcag.org for the form. It is a financial report, attendance report, and ministry report.