

# Doing a New Thing!

## Anglican Fellowship Checklist

### *The Anglican Diocese of Pittsburgh*

"Forget the former things; do not dwell on the past.  
See, I am doing a new thing! Now it springs up; do you not perceive it?  
I am making a way in the desert and streams in the wasteland."  
Isaiah 43:18,19

As you begin your "New Thing," you'll learn that many of the steps you'll take to develop a healthy congregation are similar to those used by a traditional church plant. A complete guide to starting a new congregation, [The Church Planters Handbook](#), is available in the diocesan website.

Below is a simplified list of steps you want to take to ensure the transition goes as smoothly as possible.

#### **Spiritual**

*Prayer has to be the driving force. You and leaders will find yourself very busy tending to administrative task, but you must take the time to get on your knees, and seek the Father's will.*

- \_\_\_ Ask God for if he has a new name for your parish
- \_\_\_ Ask God for clarity on the vision and mission to which He is calling you in this new season.
- \_\_\_ Ask God to give you creative ideas about where you might gather for corporate worship. (Consider churches, schools, community centers, YMCAs, storefronts, restaurants, etc.)
- \_\_\_ Ask God to give you favor with our ecumenical brothers and sisters and community leaders, in offering you worship space.
- \_\_\_ Ask God to do something so amazing that only He could receive the honor and glory for it!

#### **Relational**

*The Diocese is here to help you navigate the process. **Do not do this alone!** Stay in touch with diocesan representatives, and do not hesitate to contact the office with any questions.*

#### **Administration**

*This really is a new start! And it should be as clean as possible. You must be completely unencumbered from your previous corporate entity. Take steps to ensure that funds and resources and property from the former entity cannot be co-mingled whatsoever. (It is probably best to completely detach yourself, including using the space for meetings, if you have ANY questions.)*

- \_\_\_ Updated Articles of Incorporation or Charter and By-Laws submitted for bishop, chancellor and Standing Committee review (use application at <http://www.pitanglican.org/?/main/page/parish-resources>)
- \_\_\_ Updated Articles of Incorporation or Charter and By-Laws submitted to State for incorporation; copy sent to Diocese (Required to get Employee Identification Number—EIN)
- \_\_\_ Create and pass a rudimentary budget
- \_\_\_ Acquire EIN Number and send to Diocese (See form on page 39 of *The Church Planters Handbook* [www.pitanglican.org/media/Church\\_Planting\\_Handbook\\_01.25\\_.11\\_.pdf](http://www.pitanglican.org/media/Church_Planting_Handbook_01.25_.11_.pdf) )
- \_\_\_ New Bank account set up (Cannot be done without an EIN)
- \_\_\_ Sales Tax exemption\* filed with State (See pages 40-41 of *The Church Planters Handbook* [www.pitanglican.org/media/Church\\_Planting\\_Handbook\\_01.25\\_.11\\_.pdf](http://www.pitanglican.org/media/Church_Planting_Handbook_01.25_.11_.pdf) )
- \_\_\_ Necessary insurance coverage secured through the diocese or a reputable provider
  - Directors and Officers
  - Fidelity
  - Sexual Misconduct
  - Liability, property, fire
  - Umbrella insurance coverage
  - Employment practices liability
  - Employment dishonesty coverage

\*Sales tax-exemption simply frees you from paying sales tax when purchasing an item, and should not be confused with the 501 (c) (3) "tax-exempt" status. According to the Internal Revenue Service's publication 1828 titled *Tax Guide for Churches and Religious Organization*, churches that meet the requirements of IRC section 501 (c) (3) are **automatically** considered tax exempt and are not required to apply for and obtain recognition of tax-exempt status from the IRS.