



# DISCOVER CHURCH PLANTING

## Church Planting Administrative steps - Simple Form For Pacific Open Bible church plants

*These are assuming a church planter has been approved by assessment and has an approved church planting proposal.*

- Secure your ministry credential.**
  - Call the Pacific Open Bible Regional office at 541.343.4021 and ask for an application.
  - Follow the instructions and process as directed by the regional office.
- Set up your Non-Profit Incorporation** in the state in which your church resides. This can usually be done online through your state's Secretary of State website. In the church's articles of incorporation, either Open Bible must be in the name of the church or the articles must include the phrase "name of church" is affiliated with Open Bible Churches, an Iowa 501(c)(3) religious and educational corporation. The articles of incorporation must also include a dissolution clause provided by the region.

*Note: this is not the same as getting your Federal tax-exempt status with the IRS. That will be done when you complete your charter with Open Bible Churches.*

- Apply for a Federal Employer Identification Number (EIN)** online at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- Obtain a copy of and review your Bylaws.** All Pacific Open Bible church plants operate under "Church Plant" bylaws and function under regional supervision until such a time as they meet the criteria to be removed from regional supervision. You can receive a copy of this from either the director of Discover Church Planting or from the Pacific Open Bible regional office.
- Charter with Open Bible Churches**
  - Call the regional office at 541.343.4021 to receive paperwork and instructions for chartering with OBC. You get your 501(c)3 status when you charter with OBC- you do *NOT* have to do the normal 501(c)3 application process with the IRS.
  - What You Must Turn In To The Regional Office For Chartering
    - Charter Application

- Charter Fee
- EIN Number
- A signed Pastoral Covenant of Relationship form
- Articles Of Non-Profit Incorporation With The State

**Set up your bank account.**

- Establish a policy for the handling of finances and reimbursements. This is *in addition* to your bylaws. It should address such areas as unrestricted gifts, designated gifts, record-keeping, reporting, accountable reimbursement, etc. You can find a sample here: <https://www.lifeway.com/en/articles/a-model-church-financial-policy>

**Secure Liability and Property Insurance for your church.** This will be needed even if you don't own any church property. Open Bible does not have a particular organization or group they work with. Some of the companies to check with who work with churches in particular are:

- <https://www.guideone.com/>
- <https://www.brotherhoodmutual.com/>
- <https://www.churchmutual.com/>

**If any staff is being paid by the church, you will also need to pay Workers'**

**Compensation.** You open an account through the state in which your church resides. The cost of Worker's compensation is minimal for Pastors and church staff, but it is still required.