

## **Coaching Guide #1 – Legal and Financial Issues**

Getting your new church established on a sound legal and financial foundation is critical. While legal issues are probably not the most exciting thing church planters attend to, they are of utmost importance. We want to suggest that you 1) Find a detailed person to help you on these areas if this is not your strength, and 2) Be accountable to your coach, sharing your progress and communicating to your coach what you are working on and when things are completed, 3) Make sure every item on the checklist below is completed

### **Biblical Foundations**

- Romans 13:1-14
- Matthew 22:15-22
- Titus 3:1

### **Checklist**

- Church name chosen
- Articles of Incorporation papers filed with your State and approved
- Federal Employee Identification Number secured (FEIN)
- 501c3 letter with Converge MidAtlantic office filed and secured
- State sales tax exemption applied for and approved
- Initial Board of Directors selected (can be temporary)
- Church mailing address or PO Box secured
- Financial person secured (Financial secretary and Treasurer)
- Check signers secured
- Bank account set up
- Payroll system set up (see resource list)
- Liability insurance secured
- Workers comp secured
- Health insurance secured
- Copyright license secured
- Initial Bylaws written and approved (see resource list)
- All necessary documents have been sent to the Converge MidAtlantic office

### **For Reflection**

- Have you thought through the issues of spiritual authority related to governmental and denominational authorities?
- Who can help you work through this checklist?
- What are the key qualifications in selecting your financial personnel?
- How does your coach feel about your church name?
- How often will you meet with your financial personnel?

### **Conclusion:**

Following proper legal protocol is crucial to establishing a solid foundation for your new church. Discuss all of these matters with your coach and District office leadership. Make sure Christ is honored through this process!

