



CHURCH PLANTING ADMINISTRATION

We at the Foundation are so excited about your new church plant, but as you proceed along you might have some questions or areas of administration where we can help!

- 1. Formation:** From naming your church to registering with your state to obtaining an Employer Identification Number from the IRS, we can assist you in following the right steps for getting started.
- 2. Operations:** Once you have a group of 2 or more gathered together, you need to choose officers, write your bylaws and constitution, develop operating policies and procedures, and decide if your church is going to partner with the Northwest Baptist Convention. We can help make sure your policies and documents are as complete and effective as possible.
- 3. Employees:** Before anyone gets paid (even yourself!) you need to do the correct paperwork and understand some tax rules. We have qualified people who can answer your questions and aid individual pastors with things like housing allowances and Social Security taxes. We even offer payroll services for churches!
- 4. Taxes:** Being exempt from federal income tax as a church does not automatically mean that you are exempt from all types of taxes. Let us help you understand tax issues and potential liability for the church.
- 5. Risk Management:** Churches can and do lose ministry effectiveness and even get sued over things like abuse of minors, personal injuries or accidents, property disputes, employment issues, etc. We can help you to better serve people and steward your ministry resources by taking practical steps to recognize and address these risks.