

# **BASIC STEPS FOR ORGANIZING A NEW CHURCH**

## **LEGAL STEPS:**

- 1. A church is automatically tax exempt under IRS 501C3.**
- 2. To receive a Federal ID Number, complete IRS Form SS4. The key wording is “Unincorporated Association.” This form may be secured at the Post Office and with the ID number you can open a bank account.**
- 3. When you need to set up Payroll Withholdings, you need to apply for the federal paperwork at IRS, Kansas City, MO 64999. For state withholding paperwork you need to apply at Missouri Department of Revenue (blue pages of your phone directory).**
- 4. Sales Tax Exemption can be secured by contacting the Business Office at the Missouri Baptist Convention, 400 E. High Street, Jefferson City, MO 65101, phone 1-800-736-6227 ex 371. Let them know you are a new church and she will mail you the necessary form for you to fill out and send to the proper entity.**

## **AFFILIATION WITH MISSOURI BAPTIST CONVENTION:**

**Contact the Church Planting office of MBC by calling 800-736-6227 ex611 and speak to Carla Martin. You need to officially adopt a resolution in business meeting to affiliate with the convention. She will send you a Resolution Form that you will fill out and return to 400 E. High Street, Jefferson City, MO 65101.**

## **AFFILIATION WITH THE SOUTHERN BAPTIST CONVENTION:**

**The basic requirement to affiliate with SBC is to contribute to the Cooperative Program and the Lottie Moon and Annie Armstrong mission offerings. When you receive the paper work for affiliation with MBC, you will also receive a form for sending your first Cooperative Program gift to the state convention offices. Send it to 400 E. High Street, Jefferson City, MO 65101. When they receive your resolution requesting affiliation with MBC and your first Cooperative Program gift, your church will be assigned a number that identifies your congregation and is forwarded to the Southern Baptist Convention. You will receive a set of forms with your official number printed on them for sending your regular Cooperative Program gifts.**