

Baptist New Church Plant Administrative needs

1. Obtain Corporate Charter

-contact www.state.tn.us/sos/forms/ss-4418.pdf , print form for not-for-profit, no cost

-fill out form (must have physical address)

-mail with \$100.00 to:

Dept. of State, 312 8th Ave. N., 6th Floor William R. Snodgrass Tower, Nashville, TN 37243

-upon receiving returned Charter, file with Shelby County Register of Deeds, \$7.00 filing fee,

160 N. Main, Memphis, TN

-fee of \$20 per year will be billed.

2. Obtain Employer Identification Number for IRS

Call 1-866-816-2065 and they will give you one over the phone.

-contact www.formsassistant.com for IRS Form SS-4

-no cost

3. Obtain Sales Tax Exemption Number

-call TN Dept. of Revenue @213-1400

-have Form for Sales Tax Exemption mailed

-fill out and return

-no cost

4. Open Checking Account

5. Send 7% of tithes to Tennessee Baptist Convention, Accounting Dept. P.O. Box 728, Brentwood, TN. 37204 (Will receive envelopes to send repeat tithes)

6. Send 3% OF TITHES TO Shelby Baptist Assoc., Accounting Dept., 6896 Hwy. 70, Bartlett, TN 38029 (will receive envelopes for repeat tithes)

7. Adopt Budget (see example)

-review with church monthly

-appoint budget committee if enough members

8. Adopt Constitution and By-Laws (see example)

9. Call Tennessee Baptist Convention @ 615-371-2043, 800-558-2090

-make sure church is in system

-talk with Bill Maxwell to obtain 501-C-3 letter confirming not-for-profit and Fed. I.D. number.

This will only be released to you after the 7% has been sent the first time to the state.

-no cost

10. Name for Church

11. Obtain Liability Insurance for Corporation

-call same company sponsor church does business with is Sanderlin Insurance in Germantown at 756-0101.

12. Resources for grant and loan money

-TBC 615-371-2043- Bill George- have an application mailed for grant money- note requirements and guidelines-grant money must be obtained through sponsor church.

-Rod Glatt is over multi housing and African American starts.

-Mississippi River Ministry 901-855-2470 – have an application mailed for grant money and materials- must go through sponsor church

-Tennessee Baptist Foundation 800-552-4644- Bo Childs- have application mailed for loan – note requirements and guidelines – if incorporated, loan can be obtained by corporation, if not, must be through sponsor church – all interest donated by foundation to TBC