



Date: January 2005

To: The Project Manger for Incorporating a New Church

From: Bill Reed, Associate Director of NCD & Special Projects

Subject: Incorporating a New Church in Nevada

Thank you for overseeing this important project. Your pastor and Elders/Ministry and Counsel appreciate your attentiveness to this matter. This process will assist you in Restating the Articles of Incorporation for your church/meeting.

As you are aware, it is important to keep all legal documents current and up-to-date. Evangelical Friends Church Southwest (EFCSW) decided to draft a uniform/standard set of Articles for all EFCSW churches. Over the next year, it is the desire of the Board of Elders to have each new church incorporate and adopt a legal set of bylaws that can be used for processing financial and legal transactions.

The process by which each church/meeting incorporates will vary depending upon the State in which they reside. We drafted the necessary documents and simplified the process to save time and money. EFCSW hired an attorney to draft the documents and negotiated the cost for filing the documents and communicating with the governmental agencies.

It is my desire to assist you in this process. If after reviewing the documents, you should have any questions or comments, please don't hesitate to contact me.

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Evangelical Friends Church Southwest

Project: Incorporating a New Church in Nevada

Web File: [nvprocessnew.pdf](#)

Updated: January 2005

OVERVIEW

OPENING TEXT

The six phases below include a number of individual steps designed to ensure your success throughout this project. If after reading the information, you should have any questions, please contact Bill Reed, Associate Director of New Church Development and Special Projects, at billr@efcsw.org or contact the regional office in Whittier for further information.

PHASE ONE: SELECT

Select the following individuals to complete the process of incorporation: Incorporator, Registered Agent, and three Directors.

Phase One Checklist:

- **One Incorporator:** The incorporator will oversee the process of incorporation for the church/meeting. The incorporator should be familiar with the approval process of the Friend church/meeting and have the ability to gather the necessary documents and information to complete the process. This may be the planting pastor or another individual who is a key leader in the church.
- **One Resident Agent:** The Resident Agent is the individual who will receive all legal documents from the state and be the registered agent of this church/meeting for the State. This could be the pastor, the Clerk of the Meeting, the Chairman of the Board, or another person who is willing to take on this responsibility. The statutory agent's address can be that of the church's office.
- **Three (3) Directors to represent the nonprofit corporation:** These individuals will act as the first Elder Board/Ministry and Counsel. These are the officers of the corporation.

PHASE TWO: GATHER

Gather the following documents from www.efcsw.org website. These documents will be listed under the Elders and Representatives page in the Training and Resource Section. The Incorporator should download and familiarize him/herself with the documents.

Phase Two Check List:

- NV process for incorporating a new church <nvprocessnew.pdf>
- NV Attorney's Information and Check List <nvattorneynew.pdf>

- NV Articles of Incorporation <nvnewarts.pdf>
- NV Bylaws for a new church <nvbylaws.pdf>
- EFCSW Sample Group Exemption Letter <efcswirsgroup.doc>
- Review all documents.

PHASE THREE: COMPLETE

Complete the Attorney's Information and Check List <nvattorneynew.pdf>, the Articles of Incorporation <nvnewarts.pdf> and the Bylaws <nvbylaws.pdf>. This can be done using a standard computer and Adobe Acrobat Reader, a free program that is standard on most computers. **Complete** any check request forms needed for approval of funds.

Phase Three Check List:

- Complete the Attorney's Information and Check List.
- Complete the Articles of Incorporation by filling in the requested information. You can use Adobe Acrobat Reader to complete the Articles. Most computers already have this program installed. If not, visit www.adobe.com
- Complete the Bylaws.
- Complete the EFCSW's Request for IRS Group Exemption
- Complete and collect all information requested by the attorney.
- Complete all check request forms needed to complete the process.

PHASE FOUR: SUBMIT

Submit all paperwork listed in the Attorney's Information Request and Check List. Remember to include the incorporators contact information should the need arise for further clarification or details. After the papers are filed and approved, the attorney will return the approved Articles of Incorporation, Minutes for approval at the first Directors meeting, and a final bill for the cost of publishing the Articles in a public newspaper.

Phase Four Check List:

- Mail all documents to the Attorney having completed the Attorney's Information Request and Check List.
- Mail all original documents to the attorney's office. We suggest using USPS Priority Mail with tracking numbers to trace the document in case it gets lost.
- Notify the attorney's office that the documents are coming.

PHASE FIVE: REVIEW & REQUEST

Review the approved documents and the Minutes for the initial Directors meeting and **Request** a meeting of the Board of Directors/Elder Board/Ministry and Counsel.

Phase Five Check List:

- Review the approved Articles of Incorporation
- Review the minutes for the first meeting of the Directors/Ministry and Counsel
- Review any special notes from the attorney's office

PHASE SIX: APPROVE AND FILE

Approve the drafted Minutes from the Attorney at the first Elder Board/Ministry and Counsel meeting. (Meeting of the Directors) Sign all necessary documents and open necessary accounts. **File** all original legal documents in a fire proof location and distribute copies of the approved Articles of Incorporation, Bylaws, and approved minute to the new Elder Board/Ministry and Counsel.

Phase Six Check List:

- Approve drafted Minutes
- Sign Documents
- Review notes from Attorney
- Submit the attorney's invoice for cost of publication.
- Copy and send EFCSW central office a copy of all documents.
- File documents in a safe location for future reference.
- Celebrate that the process is over! Thank you for your hard work!

CONTACT INFORMATION

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