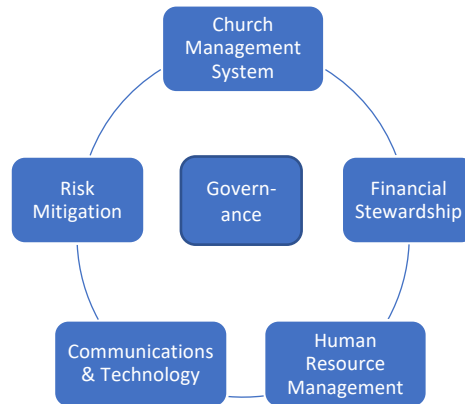


# Checklist for Church Plants

## Legal and Operational Startup & Independence



### Action Planning

1. Assess each item for priority/urgency: *Already done*, *Must now*, *Should later*
2. Identify which “now” or “later” items require external help (vs. can be done internally/locally)
3. Define organizational staffing: Planter (DIY), P/t or f/t staff, contractor/outsourced, volunteer

Milestones, capabilities, systems, processes, policies	Done	Now	Later	External	Staffing
<b>1) Governance – identity and decision-making</b>					
a) Local legal counsel					
b) Church name registered					
c) Initial Board of Directors					
d) <i>Articles of Incorporation</i>					
e) <i>Bylaws</i>					
f) Employer ID # (EIN: federal & state)					
g) 501(c)(3) status					
h) State sales tax exemption					
i) Ecclesial steps					
i) Charter member commitment					
ii) Ruling elder training, exam, & ordination					
iii) Member mtg. to call pastor & elect elders					
iv) Presbytery commission and meeting					
v) Constituting / Organizing service					
<b>2) Church Management System*</b>					
a) Member/visitor, household database					
b) Attendance/participation tracking					
c) Email/text to church people & groups					
d) Online giving (web/mobile & text-to-give)					
e) Donor management & reporting					
f) Children check-in / check-out					
g) Event scheduling					
h) Event registration					
i) Group management					
j) Volunteer management					
<b>3) Financial Stewardship</b>					
a) Major decisions					
i) Accounting system and services*					
ii) Fiscal year					

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iii) Bank account					
iv) Fund-raising strategy					
v) Operating budget					
vi) Emergency reserve					
vii) <i>Financial policies</i>					
b) Key processes					
i) Income					
(1) Cash donations – <b>online</b> & onsite					
(2) Non-cash gifts – securities & illiquid					
ii) Expenditures					
(1) Check signing authority					
(2) Bill payment*					
(3) Expense reimbursement*					
iii) Financial reporting*					
iv) Annual financial review					
<b>4) Human Resource Management</b>					
a) Payroll system and services*					
b) Employee records*					
c) Employee online access* (for pay stubs & W-2)					
d) <i>Position descriptions</i> and org chart					
e) Compensation and recruiting procedures					
f) Employee benefit plans					
g) <i>Employment application</i> (+ W-9 & I-9 docs)					
h) Worker classifications (employee/1099; FLSA)					
i) Terms of call & <i>housing allowance resolution</i>					
j) <i>Performance management plan</i>					
<b>5) Office Technology &amp; Communications</b>					
a) Website (& mobile app?)					
b) Office space with internet & Wi-Fi access					
c) Church phone & voicemail system*					
d) Computer/laptop & printing equipment					
e) Information management*					
i) Shared staff email system*					
ii) Productivity apps – Office365 or similar*					
iii) Group online document storage*					
<b>6) Risk Mitigation</b>					
a) Insurance broker and local labor attorney					
i) <i>Commercial/professional liability insurance</i>					
ii) Workers comp insurance					
b) <i>Financial policy manual</i>					
c) <i>Employee handbook</i>					
d) <i>Sexual misconduct policy</i>					
e) <i>Child protection policy</i>					
f) <i>Volunteer and employee application</i>					
g) <i>Data protection and records retention policies</i>					
h) <i>Conflict of interest policy</i>					
i) Music copyright compliance					

\*Select secure “cloud” software apps that possess needed capabilities and integrate best together  
*Italicized* → Template available for customization to local situation