

New Church Packet

First Steps to Formal Organization:

- Compile the names of pastor, church officers, and charter members including physical addresses, phone numbers, e-mail addresses
- Complete Incorporation Template and file with Secretary of State—there is a filing fee
- Go on-line and secure a Federal EIN number
- Complete the Four Page By-Laws Template
- Complete a Simple Budget / Financial Report Template
- Open bank account in church's name—clarify which church officers will be signatories and how many signatures are required
- Complete Heartland Church Network (HCN) and Kansas-Nebraska Convention of Southern Baptists (KNCSB) Petitionary Letters

Attached is a copy of each of the following documents:

- HCN Petitionary Letter
- KNCSB Petitionary Letter
- HCN Resource Handbook
- Latest HCN Annual or Book of Reports
- Latest HCN Newsletter

Also attached are five each of the following resources for your pastor and church leaders:

- Baptist Faith and Message
- Southern Baptist Convention Cooperative Missions Flier
- Legal and Business Issues Pertaining to Church Life file
- Articles of Incorporation Template
- Four Page By-Laws Template
- Very, Very Simple Budget / Financial Report Template

All the above documents are available on the HCN Start Page at <http://www.heartlandchurchnetwork.com/start.html>