

Arizona Conference Corporation  
of  
Seventh-day Adventists

Request for **Company** Status  
Workbook



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# How to Fill Out This Request Workbook

This workbook contains the policies and guidelines your Group needs to understand if it wishes to request status as a Company within the Arizona Conference. It also contains step-by-step procedures and working forms you need to request Company status.

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## What is Company Status?

Company status means that Groups will be allowed to become independent of the Sponsoring Church to which they are connected if it will allow them to most effectively fulfill the mission for which they were originally formed.

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## How to Proceed

- Step 1 Read the “Basic Policies and Guidelines” on Page 3.
- Step 2 Read “Getting Started” and “Master Plan” on Page 4 and 5.
- Step 3 With the help of the Ministerial Director and Ethnic Coordinator, fill-out the forms on pages 6-9 and submit the request to the Conference office.
- Step 4 The Administrative Committee will review the request and make a recommendation to the Conference Executive Committee.
- Step 5 The Conference Executive Committee will study the full report and its vote will be a final action.

Basic Guidelines and Policies Governing the Organization of:

## Companies

- **Overview:** Groups will be allowed to attain the status of Company and become independent of the Sponsoring Church if they have shown enough growth and viability to financially and administratively support themselves.

### Guidelines

- **Size:** Must have a verified membership of at least 50.
- **Composition:** Must have an adequate mixture of both established and new members.
- **Tithe:** Must have an annual tithe income of at least \$35,000.00.
- **Process:** Must have submitted and completed the *How to Attain Company Status* guide by the Sponsoring Church and Group leadership.
- **Progress:** The status of a Company will be reviewed by Administration if it does not attain the Church status within four years.

### Policies

- **Formation:** Groups will be permitted to advance to Company status, even if they are primarily made up of members from already existing churches, only when they can show there are valid and verifiable reasons for establishing the Company.
- **Stewardship:** The proposed Company must show sufficient financial resources over and above tithe income to meet commitments, including local church funding, accounts payable and loans.
- **Review:** The Company's viability will be reviewed periodically by Conference Administration to ascertain if they should continue to function as a Company working toward Church status or if it becomes apparent that the Company no longer meets the above criteria, it may be reduced to Group status and find a Sponsoring Church close to their location.

### Final Authorization

- Conference Executive Committee Vote

## Getting Started

A new work, like a new-born child, is not expected to be an adult from its inception. Each situation is unique, but it is always necessary to use good judgment and meet certain objective criteria before proceeding. The following guidelines will be used by the Administrative Committee and the Conference Executive Committee to evaluate and authorize the establishment of new companies.

### **Potential for Growth in Membership**

The membership of a new Company must be large enough to demonstrate the viability of growth for this expanded work. If the proposed Company will meet near already established churches, there must be given specific reasons why it is needed, such as:

- Territory for evangelism is not effectively being reached by the existing churches.
- Ministry to a significant people group in the area needs to be undertaken.

### **Vision and Verifiable Ministry**

A newly-formed Company must have the vision of eventually becoming an organized cChurch. Steps in this direction need to be carefully planned and include:

- **Purchase of Property.** The Company leadership, in consultation with the Conference Administration, should begin looking for a permanent property site.
- **Church Building.** Fund raising for church purchase or construction should be considered part of the program from the time the Company is established.
- **Growth in Ministry.** The proposed Company must demonstrate the ability to operate a successful church program that includes and supports a local school, Conference and Adventist world-wide ministry and demonstrates a peaceful co-existence with the Sponsoring Church.

## Four-Year Master Plan

A Company should develop a four-year master plan that includes at least the following elements:

### Year One:

- Stabilize the membership.
- Evangelize the community.
- Raise funds for church home.

### Year Two:

- Evangelize the community.
- Raise funds for church home.

### Year Three:

- Evangelize the community.
- Raise funds for church home.
- Draw plans for church building or look for suitable building.
- Meet with Conference leadership to draw up a financial plan and permission to proceed.

### Year Four:

- Evangelize the community.
- Raise funds for church home.
- Church construction or building purchase underway.

### Goals of the Company in order to become an organized Church:

- **Size:** Reach a verified membership of at least 100.
- **Tithe:** Reach an annual tithe income of at least \$60,000.00.

*A Company that has not attained Church status after four years must re-apply for continued Company status. If it does not meet the established criteria, it may be reduced to Group status.*

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# Profile of the Proposed Company

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Name of the Proposed Company \_\_\_\_\_

To be filled out and signed by the Head Elder \_\_\_\_\_

Signature and printed name please

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## Basic Information

What is the main language intended to be used by the Company with its congregation? \_\_\_\_\_

What is the Company's Ethnic Region for eAdventist purposes? \_\_\_\_\_

What is the telephone and facsimile number for the Company? \_\_\_\_\_

What is the email address for the Company? \_\_\_\_\_

What is the website address for the Company? \_\_\_\_\_

What is the street address where the Company is meeting? \_\_\_\_\_

What is the mailing address for the Company? \_\_\_\_\_

What is the address where the Company is meeting and what kind of facility is it? \_\_\_\_\_

\_\_\_\_\_

How long has the Company been meeting? \_\_\_\_\_

\_\_\_\_\_

What Sabbath Schools, Worship Services and Programs are being held? \_\_\_\_\_

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## Company Information

What is the average weekly attendance of:

Adult, SDA members \_\_\_\_\_

Adult, non-SDA individuals \_\_\_\_\_

Youth/Children \_\_\_\_\_

Total \_\_\_\_\_





# Profile of the Community

## Facts and Figures

You can get the basic demographic information to aid you in filling out this page from the following places:

- **Call the 1-800-SDA-Plus (1-800-732-7587) Line.** This is a free service from our Pacific Union Conference Office.
- **City Planning Departments.** Call or visit the City Planning Department where you are located.
- **The Local Library.** The library should have information from the 2010 Census available.

<b>Ethnic Company</b>	<b>2010 Totals</b>	<b>2010 Percent</b>
<i>Example</i>	<i>14,000</i>	<i>15%</i>
Afro-American		
Asian		
Caucasian/Anglo		
Hispanic		

(If possible find out what totals and percent of your particular ethnic Company are represented in the above figures. For instance, if a Brazilian Company was doing this research, then they should try to discover what percent of the Hispanic Company identified above are Brazilian).

<b>Ethnic Company</b>	<b>2010 Totals</b>	<b>2010 Percent</b>
<i>Example-Brazilian</i>	<i>7,000</i>	<i>7.5%</i>

## The Sisterhood of Churches

Name the other SDA Groups, Companies or Churches within a 10 mile area of your Company:

<b>Group/Company/Church</b>	<b>How Far Away?</b>

Given the existence of the other churches listed above, state why your Company can have a unique mission in this area. \_\_\_\_\_

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# Formal Request and Signatures

Date: \_\_\_\_\_

We, the members of the Sponsoring Church: \_\_\_\_\_

hereby request permission for the Group known as \_\_\_\_\_ to attain the status of Company in the Arizona Conference of Seventh-day Adventists which will be called \_\_\_\_\_

in the city of \_\_\_\_\_.

We agree to follow all the specific policies and guidelines as outlined in this booklet and any general policies of the Conference which governs Groups, Companies and Churches.

Signed \_\_\_\_\_  
**Head Elder, Company - Signature and printed name please**

Contact Information \_\_\_\_\_  
**Address, Telephone Number and Email Address**

Signed \_\_\_\_\_  
**Head Elder, Sponsoring Church - Signature and printed name please**

Contact Information \_\_\_\_\_  
**Address, Telephone Number and Email Address**

Signed \_\_\_\_\_  
**Pastor, Sponsoring Church - Signature and printed name please**

Signed \_\_\_\_\_  
**Ministerial Director/Ethnic Coordinator - Signature and printed name please**

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## Authorization

The Executive Committee of the Arizona Conference hereby authorizes the formation of the \_\_\_\_\_ Company which has met all the conditions set forth by voted Conference policy.

Signed: \_\_\_\_\_  
**Conference Executive Secretary**

Date: \_\_\_\_\_ Executive Committee Action No.: \_\_\_\_\_