

Arizona Conference Corporation
of
Seventh-day Adventists

Request for **Church** Status
Workbook



Table of Contents

Table of Contents.....	1
• Gives brief descriptions of each page and where to find it.	
How to Fill Out This Request Form.....	2
• Provides a definition of a Church.	
• Outlines the four steps needed to request for Church status.	
Basic Guidelines and Policies	3
• Gives an overview of the purpose of a Church.	
• Outlines how a Church is to function.	
Getting Started.....	4
• Sets the expectations and goals for Churches in the Conference.	
Profile of the Proposed Church.....	5, 6
• Basic Information about the proposed Church.	
• Mission Statement.	
Profile of the Community	7
• Demographics	
• Sisterhood of Churches	
Formal Request and Authorization.....	8
• Formal Request and signatures of the company and Conference leadership.	
• Authorization of the Conference Executive Committee.	

How to Fill Out This Request Workbook

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

What is Church Status?

Church status means that a Company becomes a fully organized Church, with all the pertinent rights, privileges and responsibilities. When accepted by the vote of a duly called Conference Constituency Session, the Church becomes a member of the sisterhood of churches of the Arizona Conference.

How to Proceed

- Step 1 Read the “Basic Policies and Guidelines” on Page 3.
- Step 2 Read “Getting Started” on Page 4.
- Step 3 With the help of the Ministerial Director and Ethnic Coordinator, fill-out the forms on pages 5-8 and submit the request to your 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:

Churches

- **Overview:** A Company will be allowed to attain Church status if it has shown enough growth and viability to financially and administratively support itself. A Company becomes a fully organized Church when it is accepted by the vote of a duly called Conference Constituency Session. The Church then becomes a member of the sisterhood of churches with all the pertinent rights, privileges and responsibilities which accompany that status.

Guidelines

- **Size:** Must have a verified membership of at least 100.
- **Maturation:** Must have attained the Company status for at least one year before applying for Church status.
- **Tithe:** Must have a yearly tithe income of at least \$60,000.00.
- **Process:** Must have submitted and completed *How to Attain Church Status* guide by the Company leadership.
- **Finances:** Must be current in all its financial obligations.

Policies

- **Formation:** Companies will be permitted to advance to Church 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 advancing to Church status.
- **Stewardship:** Must show sufficient financial resources over and above tithe income to meet commitments, including local church funding, accounts payable and loans.
- **Review:** The Church's viability will be reviewed periodically by Conference Administration to ascertain if it should continue to function as an organized church or if it becomes apparent that the Church no longer meets the above criteria, it may be evaluated as to its future status and may be reduced to a Company status.

Final Authorization

- Conference Executive Committee Vote recommends to the Conference Constituency Meeting.

Getting Started

The planting and nurturing of a new church requires that an intentional and well-thought out plan be outlined. 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 churches.

Potential for Growth in Membership

The membership of a new church must be large enough to demonstrate the viability of the growth for this expanded work. If the proposed Church 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 in the area needs to be undertaken.

Vision and Verifiable Ministry

The Church must take seriously its long-term viability by demonstrating in concrete terms the following:

- **Purchase of Property.** The Church leaders, in consultation with the Conference Administration, should have a definite long-range plan for the purchasing of a permanent property site.
- **Church Building.** Fund raising for Church purchase or construction should already be established and firmly in place.
- **Growth in Ministry.** The proposed Church must demonstrate the ability to operate a successful program that includes and supports local school, Region, Conference and Adventist world-wide ministry and demonstrates a peaceful coexistence with other churches within the Conference.

Profile of the Proposed Church

Name of the Proposed Church _____

To be filled out and signed by the Head Elder _____

Signature and printed name

Basic Information

What is the main language intended to be used by the Church with its congregation? _____

What is the Church's Ethnic Region for eAdventist purposes? _____

What is the telephone and facsimile number for the Church? _____

What is the email address for the Church? _____

What is the website address for the Church? _____

What is the street address where the Church is meeting? _____

What is the mailing address for the Church? _____

What is the address where the Church is meeting and what kind of facility is it? _____

How long has the Church been meeting? _____

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

Church Information

What is the average weekly attendance of:

Adult, SDA members _____

Adult, non-SDA people _____

Children _____

Total _____

Profile of the Community

Facts and Figures

In an urban setting there are many different ethnic and cultural groups. This page will help the proposed Church to identify the community it would be ministering to. First, identify the zip codes around the Church and then obtain the appropriate ethnic breakdowns from the 2010 Census.

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 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.

Ethnic Company	2010 Totals	2010 Percent
<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 Church are represented in the above figures. For instance, if a Brazilian Church was doing this research, then they should try to discover what percent of the Hispanic Church numbers as identified above are Brazilian).

Ethnic Company	2010 Totals	2010 Percent
<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 Church:

Groups/Companies/Churches	How Far Away?

Given the existence of the other churches listed above, state why your Church would have a unique mission in this area. _____

Formal Request and Signatures

Date: _____

We, the members of the Company: _____

Hereby request permission to attain the status of Church 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, Proposed Church – Please sign and print your name

Contact Information _____
Address, Telephone Number and Email Address

Signed _____
Pastor, Proposed Church – Please sign and print your name

Signed _____
Ministerial Director

Authorization

The Executive Committee of the Arizona Conference is authorizing the formation of the _____ Church which has met all the conditions set forth by voted Conference policy.

Signed _____
Conference Executive Secretary

Date: _____ Executive Committee Action No.: _____

Date: _____ Constituency Session Action No.: _____