

Administrative and legal considerations for Sending Churches and church plants

Sending Churches must often provide a church plant with practical guidance on various administrative and legal matters. While it is impossible to provide a complete summary of all administrative and legal considerations that may need to be addressed with a church plant, NAMB expects that the Sending Church, at a minimum, will carefully evaluate the specific circumstances of each church plant with respect to the following matters, directing the church plant to seek appropriate professional guidance when necessary:

Clarify your goals and expectations with a signed, written agreement

NAMB *strongly recommends* that Sending Churches and church plants formally document their relationship, goals and expectations in a clear, written church planting agreement as early as possible. A guide for building a Church Planter Agreement is available for download at SendNetwork.com/SendingChurch

Incorporate the church plant and draft operating documents

- Incorporation under applicable state / provincial law
- Creation of church bylaws and related governing documents
- Basic operating policies and procedures
- Staff and volunteer conduct and background screening policies
- Insurance coverage

Develop policies and procedures for accounting and employment

- Southern Baptist Convention / Canadian National Baptist Convention cooperation
- Tax-exempt status through the Southern Baptist Convention (USA) / local church or other charity (Canada)
- Establishing bank accounts and check-signing procedures
- Establishing accounting and cash-management systems
- Operating and capital budgeting
- Employment - Employees vs. Independent Contractors
- Ordained / clergy minister housing allowance
- Ordained minister self-employment tax (USA only)
- Payroll and benefits

Additional Resources

Please visit SendNetwork.com/SendingChurch for additional Sending Church resources, including “How to build a partnership agreement,” a guide for creating your own covenant that clarifies the relationship between the Sending Church and the church plant.