



# CHURCH INFORMATION FORM GUIDELINES

## **THIS FORM SHOULD BE USED ONLY ONCE FOR EACH NEW CHURCH REPORTED.**

The Church Information Form (CIF & related Membership/Affiliate Agreement) is to assist the Conference in the collection/reporting of essential information about new churches and the pastors who lead them. Only information vital to the work of the IPHC has been requested on the form.

Use a CIF form to report any church that becomes a part of the conference. Use the **Member CIF** to report Church Plants, and Member Transfers (independent which joins as a member church). Use the **Affiliate CIF** to report Affiliate Transfers (independent which joins as an affiliate).

Be sure to complete the form. Incomplete forms defeat the purpose of the CIF, requiring someone to contact your office again to gather the necessary information.

1. The CIF should only be reported ONE time for each new church. Once the CIF is sent in, the church becomes a permanent part of our statistical and financial records.
  - Do NOT use the CIF to report a new church with fewer than 12 (8 adults) in attendance. These churches cannot be included in our statistical reports.
  - Sending a CIF in more than once leads to duplicate records, especially if the new church has changed its name, location or pastor since the first report.
  - Changes in a church's status (from mission to CTM to Organized or from Affiliate to Member church) are not significant for our Information Management System. Closure is the only status change that needs to be reported and that piece of information is collected at the end of each year during the growth stats update.
2. Once the conference has determined that the new church is viable and wishes to include it as part of the permanent records, the CIF (includes the Membership or Affiliate Agreement) should be filled out and **signed by all appropriate parties**.
  - Make sure both forms are complete, including signatures. Missing information takes longer to obtain later; not to mention the inconvenience to all parties involved.
  - The EIN (Employer Identification Number) is very important! Without it, the IRS will not accept the church as part of our tax-exempt umbrella. Make sure a new church applies for that number as soon as practical, since it can take a while to receive it.
  - Use the CIF for your conference records, as well. Mailing information is important for obvious communications purposes; the physical address of the church is important in order to include the church in our online database. Without that physical address, visitors cannot obtain directions to the church's worship location.
3. See detailed instructions for each field on the CIF on page two, below.
4. Mail or fax the completed forms to the GlobalDesk office at 405.789.3957. If you fax the forms, do NOT mail the originals unless requested to do so (i.e., in the event of fax problems). Duplicate records arriving at different times increase the risk of errors.
5. The forms are reviewed for completeness. If properly completed and signed, the forms are forwarded to the Presiding Bishop for his signature and processed into our system. If incomplete, the conference office will be contacted to obtain the missing information.

1 When used, the name **Church Information Form** or **CIF** automatically includes the Membership or Affiliate Agreement. **Both together are a completed submission.** If the agreement is missing or is not signed, the CIF can not be processed.

Be sure to use the correct form: 1] *Member CIF* for church plants or transfer member churches; 2] *Affiliate CIF* for transfer affiliate churches.

Please note that the CIF need only be submitted **once** for each new church.

2. The top block highlighted with a double border is reserved for **RDC use only**. These fields help us route the information form to all the necessary ministries.

3. The second line on the form is reserved for conference use. Please complete the **Conference Name** field and check one of the **New Church Types**.

7. The **Church Mailing Address** block is used to send promotional materials, newsletters, etc. directly to the local church. LSR also uses this address to contact the local church with catalogs, etc.

This address can be a post office box or the pastor's home address. It is an address other than the physical location address in the block above. 8 If it is the same as the physical address, just check the **Same as Church's Physical Address** box.

9 eMail Address field is used to add the church to our enews publications mailing list. Updates are sent out on a regular basis to all subscribers.

13 The **Church Historical Information** block collects charter and ethnic information helpful to our statistical analysis.

14 The **Ethnicity** field is based on a church's self-perception only. No other criteria are needed.

4. The **Church Physical Address** block is used to provide contact and mapping information to visitors through the online database of local churches.

Visitors to our website who live in your area OR members who are visiting or moving to your area often use the database to locate one of our churches to visit.

The online database provides a convenient mapping service via MapQuest, which provides driving directions to the church. However, the actual street address is needed to provide accurate instructions.

5. The **County Name** field is used for statistical mapping and for national religious surveys with which we cooperate.

6. If your conference uses districts, be sure to include the **District Name**. This data helps provide accurate growth reports for your conference.

10 The **Pastor's Contact** block collects information if separate from the church's mailing address. If it is the same as the church's mailing address, just check the **11 Same as Church's Mailing Address** box.

12 The **eMail Address** field will allow the pastor to subscribe his/her personal email address to our enews publications. If the pastor would prefer the enews go to the church email account, leave this field blank.

## CHURCH INFORMATION FORM

International Pentecostal Business Church

The information on this form is required in order to assign a Statistical and Accounting ID to a new church. Use this form for any new church that becomes a member or affiliate church of the conference. To begin, click in Conf Name/ID field.

<input type="checkbox"/> FOR RDC USE ONLY	<input type="checkbox"/> Church ID	Routing Status <input type="checkbox"/> EVUSA <input type="checkbox"/> LTR <input type="checkbox"/> IMS <input type="checkbox"/> LSR <input type="checkbox"/> ENEWS <input type="checkbox"/> ONLINE	
Conference Name		New Member Church Type (type X in appropriate field) <input type="checkbox"/> Church Plant <input type="checkbox"/> Transfer	
Church Physical Address Information (For statistical and location mapping)			
Church Name		Federal Employer Identification Number	
Physical Address			
Physical Address 2			
City		State	Zipcode
County Name	District Name	Church Area Code	Church Phone No
Church Mailing Address <input type="checkbox"/> Same as Church's Physical Address			
Mailing Address			
Mailing Address 2		eMail Address (for enews publications)	
City		State	Zipcode
Pastor's Contact Information <input type="checkbox"/> Same as Church's Mailing Address			
Pastor's Last Name		First Name	Spouse Name
Mailing Address		Social Security	
City		eMail Address (for enews publications)	
Year of Birth		State	Zipcode
Founding Pastor (Yes/No)?		Home Area Code	Home Phone No
Church Historical Information			
First Service	Charter Date	Charter Members	
Ethnicity:	<input type="checkbox"/> African-Am <input type="checkbox"/> Hisp <input type="checkbox"/> Korean-Am <input type="checkbox"/> Multi-cultural <input type="checkbox"/> Other: <input type="checkbox"/> Please specify		
Previous Membership/Affiliation (For Transfer Churches Only)			How long?
Signature of Pastor or Secretary/(Treasurer)		Date	
Signature of Conference Bishop or Secretary/(Treasurer)		Date	

FORM CIF-M0910. Complete, sign and send this form to the GlobalDesk Office, PO Box 12609, Oklahoma City, OK 73157 or FAX it to 405-789-3957. A signed **Member Agreement** must accompany this document. Incomplete submissions cannot be processed. Signatures are required.

15 The **Signature** block requires the signature of either the pastor or church secretary. This is not the pastor's personal secretary, but the Church's secretary who is empowered to sign legal documents on behalf of the church.

The same is true for the Conference secretary. This refers to the person who holds the office of Secretary or Secretary/Treasurer for the conference. A stamped signature will be accepted if properly initialed by the person making the stamped image.