



Ministry Organization Checklist

Bring available documents and note items you still need.

Ministry Name & Mission:

Proposed or existing name, mission statement, faith purpose and the community you plan to serve.

Leadership & Contact Information:

Founder, officer and board-member names, roles and contact information; ministry and mailing addresses.

Organizing Documents:

Articles, constitution or other organizing documents; amendments; bylaws and meeting minutes, if available.

Registrations & Tax Status:

EIN confirmation, state registration, existing IRS letters or applications and questions about tax-exempt recognition.

Programs & Activities:

Descriptions of worship, teaching, outreach and other programs; who benefits; schedules and future plans.

Financial Records & Budget:

Bank records, donation and expense records, proposed budget and financial reports already prepared.

Donations & Recordkeeping:

Available donor acknowledgments, restricted-gift records, fundraising plans and bookkeeping procedures.

Property, Staff & Agreements:

Available leases, property information, contracts, compensation plans and volunteer procedures.

Your Next Steps:

Planned launch date, current needs, missing documents and questions about organization or bookkeeping support.