

## **Steps in Forming your Community Resource Center**

1. Conduct a Community Engagement SWOT Analysis for the Local Church
2. Engagement of Local Church Leaders (especially PM and ACS) and the Congregation
3. Engagement of Local Conference Leadership (especially PM/Community Services Dir)
4. Essentials for Moving Forward with ACS/Personal Ministry Re-Organization
  1. The Result: A blending of Personal Ministry and Community Service Departments
  2. Clarify, affirm, or revise the church's Mission and Vision Statements
  3. Prepare and vote Governing Documents and Operating Policies
  4. Elect officers (some already elected under Community Services/Personal Ministries)
  5. Church board recommends, church votes to change/update nomenclatures as follows
    - Personal Ministry Council becomes the CRC Board of Directors
    - Community Services Department becomes the Community Resource Center
    - Personal Ministry Leader becomes CRC Chairman of the Board of Directors
    - Community Services Leader becomes CRC Executive Director
  6. Organize the Board of Directors, Executive Committee, other Standing Committees
5. Obtaining separate EIN
  1. Go to [www.irs.gov](http://www.irs.gov)
  2. Type "EIN" in the search bar
  3. Click "apply online"
  4. Click on blue button "Apply Online Now"
  5. It will take you to a new page; select "begin application>>"
  6. Select bubble "Additional Types, Including Tax-Exempt and Governmental Organizations"
  7. Select "Other Non-Profit/Tax-Exempt Organizations"
  8. Press "continue" on the page that says "please confirm your selection"
  9. Select "banking purposes" bubble
  10. Fill out name to verify you're a real person and SSN
  11. Select bubble "I am a responsible and duly authorized member or officer having knowledge of this organization's affairs"
  12. You will need church or building physical address where CRC office will be.
  13. Put the voted name of the newly formed Community Resource Center and provide a start date
  14. Select "no" to all under "tell us more..."
  15. Select "other" when asked "what does your business do..."
  16. Select "organization"
  17. Select "other" and type "charity work"
  18. Select "receive letter online"
6. Attain General Conference (per IRS) letter of determination of group tax-exempt status.
  1. Contact ACS Director at SAC office and inform of your intentions.
  2. Request letter by emailing director.
7. Open bank account
  1. Make an appointment with local bank for a business account
  2. Bring your EIN document letter from the IRS
  3. Bring all formation documents, bylaws, and copy of minutes from Board vote
  4. Open a Checking and Savings account.
  5. Utilize *QuickBooks* or some relevant Software for book-keeping purposes
8. Create a donation portal for website and giving app
  1. Example: <https://www.givelively.org/>
9. Registering and networking with essential SDA and local city community partners
  1. Create a profile on NAD website <https://www.communityservices.org/>
  2. Register your name with the local (city and county) chamber of commerce (look for black chamber of commerce)
  3. Register with any non-profit listings and organizations.
10. Register with your local VOAD or COAD for disaster response.
11. Planning the public launch of your Community Resource Center