

Steps to Forming a Community Resource Center (CRC)

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HOW TO PROCEED

1. Conduct a Community Engagement SWOT Analysis for the Local Church
2. Engagement of Local Church Ministry Leaders (especially Personal Ministry Leader and ACS Leader) and the Congregation
3. Engagement of Local Conference Leadership (especially PM/Community Services Dir and General Vice President)
4. Essential Steps for Moving Forward with ACS/Personal Ministry Re-Organization
 - A. Outcome: Unification of the Personal Ministry and Community Service Departments
 - B. Clarify, affirm, or revise the church's Mission and Vision Statements
 - C. Prepare and vote Governing Documents and Operating Policies
 - D. Elect Officers (some already elected under Community Services/Personal Ministries)
 - E. Church Board and Business Meeting vote to change/update nomenclatures as follows:
 - The Personal Ministries Council **becomes** the Board of Directors for the CRC
 - The Community Services Department **becomes** the Community Resource Center
 - The Personal Ministry Leader **becomes** Chairman of the CRC Board of Directors
 - The Community Services Leader **becomes** Executive Director of the CRC
 - F. Organize the Board of Directors, Executive Committee, other Standing Committees
 - Board of Directors – Formerly, the Personal Ministries Council (see Ch. Manual)
 - Executive Committee – The CRC Officers (see model Bylaws, attached to email)
 - Standing Committees (see model Bylaws, attached to email)
5. Obtain a separate EIN, bank account, donation portal for website, and giving app
 - A. Go to www.irs.gov
 - B. Look for Employer Identification Number link or type “EIN” in the search bar
 - C. Click on BLUE button to “Apply for an EIN” and “Begin Application Now”
 - D. On the page that asks for the LEGAL STRUCTURE, Select “View Additional Types, Including Tax-Exempt and Governmental Organizations”
 - E. Select “Church-Controlled Organization” then scroll down to where it asks “**Why is the Church-Controlled Organization requesting an EIN?**” and select “Banking Purposes” and then click on CONTINUE
 - F. IDENTITY: Enter your SSN, NAME, and ROLE (select: “I am a duly authorized member, officer, or employee of the organization” if applicable) to verify that you’re a real person
 - G. You will need the church or other physical address where the CRC will be located
 - H. Put the voted name of the newly formed Community Resource Center and provide a start date
 - I. Select “no” to all under “tell us more...”
 - J. Select “other” when asked “what does your business do...”
 - K. Select “organization”

- L. Select “other” and type “charity work”
 - M. Select “receive letter online”
6. General Conference (per IRS) Letter of Determination of Tax-exempt Status
 - A. Contact General Vice President or the ACS Director at SAC office and inform of your intentions
 - B. Request a Tax-exempt letter by emailing the General Vice President or ACS Director (please note that with this request, you should submit the Resource Center’s Constitution, Bylaws, EIN Letter, and Physical Address of the CRC)
 7. Open a Bank Account
 - A. Make an appointment with local bank to open a business account
 - B. Bring your EIN document letter from the IRS
 - C. Bring the Tax Letter from the General Conference
 - D. Bring all formation documents, bylaws, and copy of minutes of Church Board vote
 - E. Open a Checking and Savings account.
 - F. Utilize *QuickBooks* or some relevant Software for book-keeping purposes
 8. Create a donation portal for website and giving app
 - Example: <https://www.givelively.org/>
 9. Registering and networking with essential SDA and Municipal community partners
 - A. Create a profile on the NAD website <https://www.communityservices.org/>
 - B. Register your name with the local (city and county) chamber of commerce (look for black chamber of commerce)
 - C. Register with any non-profit listings and organizations
 10. Register with your local VOAD Organization for disaster response - <https://www.nvoad.org/>
 11. Plan the public launch date of your Community Resource Center