



Christian International Network of Churches  
P.O. Box 9000  
Santa Rosa Beach, FL 3245

## Application for Church Affiliation Procedure Information

1. Application Must be in duplicate. All questions must be answered and both copies sent to this office.
2. If the Church has a Constitution and By-Laws then two (2) copies should be sent along with two (2) copies of the resolution form properly notarized.
3. If the church does not have a Constitution and By-laws, three (3) copies of the MINIMUM CHURCH CONSTITUTION should be notarized. One copy should be kept by the church and the other two (2) should be sent to this office.

**IN ORDER FOR A CHURCH APPLICATION TO BE PROCESSED, ALL INFORMATION IN ONE OF THE FOLLOWING GROUPS MUST BE FURNISHED.**

### **Group A:**

Completed application.

One copy of the Minimum Church Constitution.

### **Group B:**

Completed application.

Copy of your Church Constitution and By-laws.

Copy of the resolution form, properly notarized.

Tax Exempt status under the group ruling is available to churches and ministries only.

**INSTRUCTIONS:** This application must be filled out in duplicate. A copy of Church Charter, Constitution and By-laws, must be included. .

Employer's Identification Number \_\_\_\_\_ Date of Application \_\_\_\_\_

Church Name \_\_\_\_\_ Phone \_\_\_\_\_

Church Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Church Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Pastor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Church Treasurer \_\_\_\_\_ Church Secretary \_\_\_\_\_

Is the Church Incorporated \_\_\_\_\_ When \_\_\_\_\_ What State \_\_\_\_\_

Do you have a Church Constitution \_\_\_\_\_ By-Laws \_\_\_\_\_ Statement of Faith \_\_\_\_\_

Does your Church keep a record of finances and minutes \_\_\_\_\_ If not, will you do so \_\_\_\_\_

(Record of Finances *required by IRS for tax exemptions*)

Do you have a Church membership listing \_\_\_\_\_ Number of members \_\_\_\_\_

Average Church attendance \_\_\_\_\_ Average Sunday School attendance \_\_\_\_\_

# CHRISTIAN INTERNATIONAL NETWORK OF CHURCHES - Statement of Sovereignty

"This body is and always shall remain only and solely a medium through which Christian International Network of Churches and ministers may work harmoniously in cooperation with each other, promoting the work and objectives set forth in this constitution. It is not, to any degree, and shall never have any ecclesiastical or hierarchical authority over any church, or over the messengers of the churches in such wise as to limit the sovereignty of the churches, but shall recognize the sovereignty of the churches under one sovereign, the Lord Jesus Christ."

Are you in Agreement with our statement of sovereignty \_\_\_\_\_

Will you do you best to be an active part of the Network \_\_\_\_\_

Do you plan to grant ministerial credentials under this charter \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Secretary's Signature \_\_\_\_\_

Current CINC member recommending your church for affiliation:

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*\*SAMPLE 501(c)3 COVERING REQUEST LETTER\*\***

Dear Applicant:

Please type this request letter on your ministry letterhead paper. Return letter and completed application to this office (Christian International, P.O. Box 9000, Santa Rosa Beach, FL 32459). If you have any questions in regards to this request letter and completed application, this office will forward you a letter of confirmation and acceptance.

Blessings,

Sherilyn Miller  
Corporate Secretary

Date

Christian International  
P.O. Box 9000  
Santa Rosa Beach, FL 32459

Attention: Sherilyn Miller, Corporate Secretary  
Dear Sherilyn:

This letter is to express our desire for spiritual and legal covering. The enclosed application is our request to be included with Christian International Network of Churches as one of the churches enjoying the benefit of the group exemption of your 501(c)3.

We understand that there are certain requirements that must be met to be considered a part of Christian International Network of Churches and to be in conformity with government requirements as an exempt organization.

As senior pastor and/or president of **\*\*NAME OF CHURCH /MINISTRY\*\***, I set my signature to this letter. **\*\*NAME OF CHURCH /MINISTRY\*\*** agrees to the requirements that you have set forth.

We look forward to receiving our letter of acceptance as one of the churches (or ministries covered by Christian International Network of Churches 501(c)3 group exemption.

Yours in His service,

**\*\* YOUR NAME\*\***

**\*\*YOUR TITLE\*\***

# CHRISTIAN INTERNATIONAL NETWORK OF CHURCHES

177 McKenny Rd.  
P.O. Box 9000  
Santa Rosa Beach, FL 32459

## MINIMUM CHURCH CONSTITUTION

(Complete in triplicate)

1. The name of this church shall be \_\_\_\_\_

Located at \_\_\_\_\_ State of \_\_\_\_\_

It has been organized as a religious non-profit organization for the purpose of propagating the Gospel of Jesus Christ, to provide and maintain a place of worship for all people, and to engage in religious, charitable, and educational work.

2. All properties of this church will be held by the church and not individually owned and shall be irrevocably devoted to the church work.

3. This church shall be affiliated with the Christian International Network of Churches.

4. No part of the net income of this church shall inure to the benefit of any private individual or member.

5. In the event of dissolution, the following provisions are made:

a. All material and financial assets of this church shall be assigned to a religious organization which is recognized by the U.S. Internal Revenue Service as having tax exempt status.

b. Under no circumstances will the assets of this church accrue to the personal benefit of any individual.

6. This church does and always will have officers, including a secretary and treasurer.

7. An annual business meeting will be held and accurate records shall be kept of all business meetings and financial matters pertaining to the church, by an official member of the church.

Accepted by the church the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Pastor \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Official \_\_\_\_\_

Official \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

—

subscribed and sworn before me, a notary, this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_

(Signature of notary.)

(Date)

*Complete this form and save a copy for your own files.*

# CHRISTIANINTERNATIONAL NETWORK OF CHURCHES

## RESOLUTION FOR MEMBERSHIP

**NOTE:** If your church already has a Constitution and By-laws, the following resolutions when passed and attached to it will meet the requirements for membership as set forth in the CINC Constitution. Signed copies of this resolution must be attached to both copies of the Church Constitution submitted with the application for affiliation. If the church does not have a Constitution, we suggest the use of a minimum Constitution form rather than this one.

MINUTES OF THE \_\_\_\_\_

(NAME OF CHURCH)

OF \_\_\_\_\_

(ADDRESS)

CITY \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

At an officially called meeting of this church on \_\_\_\_\_, 20\_\_\_\_ the following resolutions were passed and made an official part of the constitution.

1. RESOLVED: That this church shall now file an application to be an affiliated member of the Christian International Network of Churches. All conditions required for affiliation will be promptly met.
2. RESOLVED: That the purpose of this church is limited exclusively to religious, charitable, and educational activities. All properties of this church shall be held in the name of the church, and not individually owned and shall be irrevocably devoted to church work. No part of the net income of this church shall inure to the benefit of any private individual or member.

3. RESOLVED: That in the event of dissolution, the following provisions are made:

a. All material and financial assets of this church shall be assigned to a religious organization which is recognized by the U.S. Treasury Dept. as having tax-exempt status.

b. Under no circumstances will the assets of this church accrue to the personal benefits of an individual.

Pastor \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Official \_\_\_\_\_

Official \_\_\_\_\_

State of \_\_\_\_\_ Country of \_\_\_\_\_

Subscribed and sworn before me, a notary, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_ my commission expires \_\_\_\_\_

**(SIGNATURE of NOTARY)**