

# EVANGELISTIC CHARTER APPLICATION

OF THE

ASSOCIATION OF INTERNATIONAL GOSPEL ASSEMBLIES, INC.

411 South Third Street - De Soto, Missouri 63020

Telephone: (636) 586-3641 / Fax: (636) 586-6407

Brethren:

We, the official Board of this Evangelistic Group do hereby make application for an Evangelistic Charter.

**PRINT OR TYPE CLEARLY (DO NOT ABBREVIATE)**

Name of Evangelistic Group \_\_\_\_\_

Charter Address *Location* \_\_\_\_\_

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

Charter Address *Mailing* \_\_\_\_\_

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

Date \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Evangelist/Director's Name \_\_\_\_\_

Evangelist/Director's Address \_\_\_\_\_

Evangelist/Director's Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ e-mail \_\_\_\_\_

\*(The Evangelist/Director must be a member of AIGA before charter application can be approved.)

Secretary's Name \_\_\_\_\_

Secretary's Address \_\_\_\_\_

Secretary's Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

Treasurer's Address \_\_\_\_\_

Names of remaining Board of Directors (Must have two or three – to complete a five person Board)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Federal Employer Identification Number (F.E.I.N): \_\_\_\_\_ -- \_\_\_\_\_

(Federal Employer Identification Numbers are required for all charters. If you do not already have a F.E.I.N, you or a member of your board will need to go to [www.irs.gov/businesses](http://www.irs.gov/businesses) to apply for one.)

- This charter must consist of a minimum of Five Board of Directors.
- No more than two family members are to serve on the Board.

Applicant requests acceptance from the Executive Board of Association of International Gospel Assemblies, Inc., (AIGA) certain rights and privileges. If granted membership into the Association, this charter gives the Applicant permission to conduct Evangelistic Campaigns in accordance with the Association of International Gospel Assemblies' owned or affiliated churches, or to anywhere the Lord may lead and direct. The applicant agrees to abide by all rules and regulations as set forth in the Bylaws of AIGA and/or the Bylaws of the church where a church service may be conducted by the Applicant, as they now appear, or they may be changed or altered from time to time.

Licensing, in compliance with all governmental agency's control of said Church/Ministry where church services are to be conducted, shall be the sole responsibility of the Applicant. The Applicant agrees to hold harmless the Association of International Gospel Assemblies, Inc., from any and all liabilities incurred or that may occur from said meetings.

- A FEE OF \$50.00 IS TO ACCOMPANY THIS APPLICATION. (Non-Refundable)
- A COPY OF THE BYLAWS OF THIS MINISTRY IS TO ACCOMPANY THIS APPLICATION
- AN AUTHORIZATION STATEMENT FORM IS TO ACCOMPANY THIS APPLICATION.

## YEARLY REQUIREMENTS:

- \$50.00 Annual Evangelistic Charter Renewal Fee must be paid - Due prior to January 1<sup>st</sup> of each year.
- Evangelistic/Director's credential must be paid and in good standing.
- Signed Annual Evangelistic Charter Financial Report Forms, Authorization Statement form and Subordinate form must be submitted.
- If the required information is not received in order, AIGA reserves the right to revoke said charter and Applicant agrees to return the charter certificate to AIGA Headquarters upon request.

Please return Signed Application to:

ASSOCIATION OF INTERNATIONAL GOSPEL ASSEMBLIES  
411 South Third Street, De Soto, MO 63020

The original hardcopy of this application must be completed, signed, and mailed to AIGA Headquarters for a final decision by the Board to be made. The above ministry is NOT covered until the AIGA Board makes a decision to accept said ministry into their Association.

REV 8/23/2012

Each year you are responsible for submitting on time the following forms to AIGA: Annual Evangelistic Financial Report (due April 1<sup>st</sup>) and the Annual Information Report for Subordinate Charters (due August 31<sup>st</sup>). You must keep an accurate record of all Evangelistic Income (including the individuals, ministries

I have read the above and fully understand AIGA's requirements. Signed,

Evangelist \_\_\_\_\_

Secretary \_\_\_\_\_

## **REQUIRED READING FOR SUBORDINATE EVANGELISTIC MINISTRIES**

### *Association of International Gospel Assemblies (AIGA)*

#### **EVANGELISTIC CHARTER OBLIGATIONS**

The evangelist who is director of an affiliated ministry must hold ministerial credentials with Association of International Gospel Assemblies, Inc. and said evangelist or his/her successor, must remain a member in good standing with this Association in order for an evangelistic charter to be valid,

The Evangelistic ministry must be set in order with by-laws to govern its operations and having an evangelist/director, secretary, treasurer, and trustees comprising the corporate board of the ministry. The by-laws of said subordinate ministry may in no way conflict with the Constitution and By-laws of Association of International Gospel Assemblies, Inc. as now or hereafter are duly adopted. *(PLEASE NOTE: The Evangelistic Ministries Board must have at least 5 members listed as officials of the charter. No more than two members of any one family may serve on the Board at the same time.)*

An accurate and legal record of all income and expenditures must be kept at all times that can be opened for inspection by any federal or state government official.

In order for our Association to have group exemption, the chartered subordinate must show proof that they are actually operating as an affiliate body of Association of International Gospel Assemblies, being supportive in all areas including finances, fellowship, and participation in Association activities.

All evangelistic ministries that are chartered by the Association are required:

1. To preach, teach, and adhere to the Association's Articles of Faith and Doctrine.
2. To openly hold out to the public their affiliation with Association of International Gospel Assemblies, Inc.
3. To pay an annual fee of one hundred (\$100.00) dollars each year becoming due January 1, with such annual contribution requirements being subject to change as deemed necessary by the Association's Corporate Board of Directors.
4. To keep an accurate financial record and fill out a COMPLETE and ACCURATE finance report in duplicate, with one copy to be sent to our headquarters between January 1 and April 1 each year and the remaining copy to be retained in the ministries' files. Our headquarters will provide annual Finance Report forms.
5. To complete the annual Information Report for Subordinate Charters form (provided by AIGA) and return it to headquarters by September 1<sup>st</sup>.
6. The ministry is to send a representative to the state conference in their home state.

Each subordinate church or ministry must have its own employer identification number. Ministries are able to go to [www.irs.gov/business](http://www.irs.gov/business) to apply for their own FEIN (Federal Employers Identification Number), aka EIN. When the subordinate receives an employer identification number, a copy of the number must be sent to our headquarters for the chartered subordinate's record file. It is suggested to also send a copy of the letter received to headquarters for the ministry's file.

State exemption is to be obtained by the subordinate church or ministry. Each subordinate should check with the Secretary of State concerning how to apply for state exemption and information about other laws that may affect a church-related organization in their state.

Filing of all forms, returns, and/or reports that may be required for compliance with Internal Revenue Service requirements shall be the obligation of the subordinate church or ministry, and the subordinate shall hold Association of International Gospel Assemblies harmless from any expense or penalties that may be sustained by reason of the negligence of the subordinate to comply.

It is not compulsory that our pastors or ministers have one of our charters, but they may find it necessary for exemption coverage and other benefits provided by such exemption.

Please continue reading on the back...

Having a charter does not mean that the Association of International Gospel Assemblies claims a right to ownership of the property of a chartered church or ministry.

The object and purpose of all subordinate churches or ministries shall be "to preach and teach the Gospel of Jesus Christ as set forth in the Old and New Testament Scriptures, to practice and promote the Christian religion according to the Gospel of the New Testament Scriptures; to convert persons to the

Christian Religion, as stated in the Articles of Incorporation of Association of International Gospel Assemblies. Our affiliated churches and ministries must take care not to use their subordinate status for unrelated business nor are they to engage themselves in activities that are not in furtherance of the exempt purposes. Neither are they, as a chartered church-related organization, to become involved in activities to influence legislation.

If a subordinate ministry or church decides that they no longer wish to have a charter and affiliation with this Association, or if the church or church-related ministry is dissolved, said church or ministry is required by law to immediately return the Charter to our headquarters. This Association shall then be required by law to report to the Internal Revenue Service that said church or church-related ministry no longer holds a subordinate charter. *(PLEASE NOTE: AIGA must also report that the Charter is not in good standing with AIGA if the ministry does not comply with requirements.)*

If a church or church-related organization is dissolved, the assets of the church or organization, after debts are paid, must go to another tax exempt church or other organization(s), organized and operated for similar exempt purposes and which have exemption from Federal income Tax under section 501 (c) (3) of the Internal Revenue Code, or such section as it may be amended.

**VERY IMPORTANT:** Subordinate charters of this Association **are not authorized by said charters** to legally Ordain ministers or to issue ministerial credentials or charter certificates of any kind anywhere. This includes Ordination, License, Exhorter Credentials, Christian Worker Credentials, and charters to cover any kind of church or ministry.

The bylaws of the Evangelistic Ministry may in no way conflict with the Constitution and By-laws of Association of International Gospel Assemblies as now or hereafter are duly adopted. The Doctrine of Faith of said subordinate chartered Evangelistic Ministry must be in agreement with Association of International Gospel Assemblies' Doctrine of Faith.