

## REQUIRED READING FOR SUBORDINATE MISSIONS

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

#### MISSION CHARTERS OBLIGATIONS

The Association of International Gospel Assemblies, Inc. will issue Mission Charters to missions as a subordinate of this association. The Internal Revenue Service considers that a mission differs from a church, as it is a place where most of the income for support is derived from outside sources, and as such it can be chartered as a mission.

The mission director/pastor must be a minister who is licensed or ordained by Association of International Gospel Assemblies, Inc. and said minister, or his successor, must be a member in good standing with this Association to hold a valid charter.

The mission must be set in order with by-laws to govern its operation. and having a director or pastor, secretary, treasurer, and trustees comprising the corporate board of the mission. The bylaws of the mission may in no way conflict with the Constitution and By-laws of Association of International Gospel Assemblies as now or hereafter are duly adopted. *(PLEASE NOTE: The Mission Charter 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 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 mission must prove that they are actually operating as an affiliate body of Association of International Gospel Assemblies, Inc., being supportive in all areas including finances, fellowship, and participation in Association activities such as being active in our youth work, women's ministries, and support for missions.

All missions 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 display the mission charter, which shows affiliation with Association of International Gospel Assemblies, Inc., in a prominent place at the mission.
3. To pay an annual fee of two hundred (\$200.00) dollars, coming due January 1 each year, with such annual contribution requirements being subject to change as deemed necessary by the Association Corporation Board. *(PLEASE NOTE: The Annual Fee is subject to change.)*
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 mission's 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 mission is to send a representative to the state conference in their home state.
7. All missions are to participate in the fellowship meetings and youth rallies in their area.

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.

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

Please continue reading on the back....

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 if the Charter is not in good standing with AIGA if the Church or 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 charter** 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.

A small, beginning church is generally classed as a mission. It has been suggested that a mission church should attain church status within two years after it's beginning. Some do not. When a mission church has an income of at least \$25,000.00 (twenty-five thousand dollars) consistently for at least two years, they are to upgrade to a church charter.

The bylaws of the Mission 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 Mission must be in agreement with Association of International Gospel Assemblies' Doctrine of Faith.

Note: *We have been advised that a church can be exempt by statute.*

# MISSION 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 Mission \_\_\_\_\_

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

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

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

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

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

Director's Name \_\_\_\_\_

Director's Address \_\_\_\_\_

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

\*(The 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 Mission Church services in accordance with the Association of International Gospel Assemblies, Inc. The applicant agrees to abide by all rules and regulations as set forth in the Bylaws of AIGA and/or the Bylaws of the Mission, 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 MissionMinistry where church services are to be conducted, shall be the sole responsibility of the Applicant. The Mission shall remain a sovereign Mission. 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/services/activities.

Charters of AIGA provide Federal Group Exemption. This charter does not provide State Tax Exemption. Upon charter approval, state tax exemption may be applied for independently through the Secretary of State's Office where this mission is located.

- A FEE OF \$100.00 IS TO ACCOMPANY THIS APPLICATION. (Non-Refundable)
- A COPY OF THE BYLAWS OF THIS MISSION IS TO ACCOMPANY THIS APPLICATION
- AN AUTHORIZATION STATEMENT FORM IS TO ACCOMPANY THIS APPLICATION.

## YEARLY REQUIREMENTS:

- \$200.00 Annual Mission Charter Renewal Fee must be paid - Due prior to January 1<sup>st</sup> of each year.
- The Director's credential must be paid and in good standing.
- Signed Annual Mission 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 3/1/2022

Each year you are responsible for submitting on time the following forms to AIGA: Annual Mission Charter 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 Mission Income (including the individuals, ministries or businesses who have contributed to this ministry) and Expenditures.

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

Director \_\_\_\_\_

Secretary \_\_\_\_\_