



Full Legal Name of Organization \_\_\_\_\_  
 EIN \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_  
 Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
 Senior Leader's Credentials are held with \_\_\_\_\_  
 Date of Senior Leader's ordination or issue of Credentials \_\_\_\_\_

Submit form along with \$250 renewal fee to:  
 Apostolic Resource Center • 129 Bull Hill Lane • West Haven, CT 06516

**Ministry Application**  
*Renewal of Membership*

**Ministries  
 Other than  
 Churches**

1. Is the ministry organized as a corporation? If so, attach a copy of the ministry's Articles of Incorporation and By-laws.  Yes  No
2. Is the minister of the ministry ordained by ARC?  Yes  No  
 If your answer to 2 above is "No" please state by whom the minister is ordained:  
 \_\_\_\_\_
3. Is the senior minister of the ministry a member of a local church?  
 Yes  No  
 If so, please obtain a letter of reference for the senior minister from the pastor of the local church of which he is a member and attach it to this application.
4. Does the ministry have a board of directors a majority of whose members are not related by blood or marriage and who are not employed by the ministry?  
 Yes  No
5. Does the board of directors meet at least annually?  Yes  No
6. Does your ministry operate as a nonprofit organization exclusively for charitable, religious, and educational purposes?  Yes  No
7. Do you keep minutes of all business meetings of the ministry's Board of Directors?  Yes  No
8. Does the ministry handle its finances through a depository bank account with designated signatures on the account?  Yes  No
9. Are you requesting tax-exempt coverage under ARC's IRS Group Exemption Letter?  Yes  No  
 If Yes,  
 A. Does you fiscal year end December 31st?  Yes  No  
 B. Has your ministry ever applied for IRS recognition of your exempt status by filing Form 1023?  Yes  No  
 C. If your answer to 6B was "Yes," does the ministry have a current valid determination letter from the IRS?  Yes  No

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D. What is the date your ministry was incorporated? \_\_\_/\_\_\_/\_\_\_

E. Does your ministry attempt to influence legislation? \_\_\_Yes \_\_\_No

F. Does your ministry intervene in any way in political campaigns, including the publication or distribution of statements favoring or opposing any candidate for public office? \_\_\_Yes \_\_\_No

10. I understand my financial agreement to ARC goes beyond the annual dues and will contribute by:

\_\_\_ As a minister who has been ordained by ARC, I will contribute 10% of my personal income as a tithe.

\_\_\_ As a member ministry, I will contribute a percentage of ministry income as a fellowship offering to ARC of at least 1%.

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**Check if Applicable**

- My accounting period ends on December 31 of each year.
- All ministry business is conducted through a checking account.
- All checking accounts are maintained in the ministry name.
- No personal transactions are handled through the ministry checking accounts.
- All contributions received are deposited in the ministry checking account.
- The ministry continues to operate exclusively for charitable, religious, and educational purposes.
- The ministry Board of Directors (or equivalent body) met in the last year and a copy of the minutes of the annual meeting is attached.
- The senior minister of the ministry is still a member of the same church, or if they have changed churches please attach a letter of reference from the pastor of the new church of which he is a member.
- The ministry has a board of directors a majority of whose members are not related by blood or marriage and who are not employed by the ministry.
- The ministry continues to operate as a nonprofit organization exclusively for charitable, religious, and educational purposes.
- I understand my financial agreement to ARC goes beyond the annual dues and will contribute by personal tithe, a percentage of the churches income, or giving to ARC as a Missionary Support.

*Please attach the Following*

- ◆ A financial balance sheet and statement of revenue and expenses for the ministry.
- ◆ A description of the ministry's program activities for the past year. (i.e. church bulletins)
- ◆ A copy of the ministry's Bi-laws and Articles of Incorporation.

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**Authorization to Renew**

By signing as the President or other authorized officer of this organization, I certify that this organization authorizes and requests renewal of its affiliation with Apostolic Resource Center.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Authorization to Include under IRS Group Exemption Letter**

I hereby authorize ARC to continue to include this organization as a subordinate organization under ARC's group exemption letter. This is only needed if your ministry has been granted tax exempt status under ARC .

Signature \_\_\_\_\_ Date \_\_\_\_\_