

INCORPORATION UPDATE & DIRECTIVES

As a means of legal protection, *all local churches*, regardless of size, are encouraged to incorporate. Specific incorporation documents have been prepared for the Churches of God of Prophecy across the United States through an attorney, in conjunction with our International Office. Details on how to begin the incorporation process are in the Pastor's Resource Guide.

The attorney noted below is handling *all* Church of God of Prophecy incorporations across the United States. To keep the incorporation paperwork in alignment with our doctrinal guides, policies, etc., each local church is requested to go through this attorney for incorporation.

The cost of incorporation is approximately \$700 - \$1000.

Stephen D. Lentz, Esq.
Senior Counsel



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STEPS FOR A CHURCH OF GOD OF PROPHECY LOCAL CHURCH TO INCORPORATE:

1. Pass in a local church business conference the decision to incorporate.
2. Send the "Local Church Request for Consent to Incorporate" form (copy attached) to the State Office, along with the local church business conference minutes.
3. A Letter of Consent will then be issued to the church from the State Office.
4. The local church will mail to the attorney (Steve Lentz, 381 Edwin Drive, Virginia Beach, VA 23462) the "Local Church Questionnaire" (attached) along with a copy of the Letter of Consent from the State Office.
5. The attorney's office will then be in contact with the local church/pastor for the remainder of the process. All further dealings will be between the local church and the attorney.

Local Church Request for Consent to Incorporate

TO: _____
(Overseer's name)

(Name of State/Region)

FROM: _____
(Pastor's name)

DATE: _____

Church No. _____

Please accept this request for consent to incorporate the local Church of God of Prophecy located at:

(Street Address) _____ (City) _____ (State/Province)

(dba if applicable) _____

When the process is completed and filed with the _____ Secretary of State the original
(Name of State)
documents will be kept in the permanent records of the local church and a copy of all documentation
will be sent to the state/regional office.

(Pastor's Signature)

(Printed Name)

To initiate the process of incorporation this completed form is to be sent to the state/regional overseer. The overseer will then provide back to the local church the Consent to Incorporate. The pastor will then provide the consent, along with any other requested documents and contact information to Attorney Stephen Lentz, 381 Edwin Drive, Virginia Beach, VA 23462. (His telephone # is 757-352-2237, email sleutz@etclawyers.com).

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COGOP Local Church Questionnaire

Church Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail: _____

Name of Pastor: _____ Phone: _____

E-Mail: _____

DEEDS & OPERATIONS

Does the church own any land? () YES () NO