

# **Fellowship of Grace Brethren Churches (doing business as Charis Fellowship) Checklist for Churches or Ministries Desiring Inclusion in the Fellowship of Grace Brethren Churches, Inc. Group Exempt Roster**

A church or ministry may request inclusion on the Group Exempt Roster anytime during the year. The Group Exempt Roster is updated annually in July. Any requests received after the 1st of July will not be included on the Group Exempt Roster being sent to the IRS by July 15. However, if the church or ministry meets all of the requirements, it is entitled to exempt status and will be included on the next update the following year. When the request for inclusion on the roster has been approved it becomes affective on the date of the approval letter. Your church or ministry has all the rights and privileges associated with the organization operating under the Internal Revenue Code Section 501(c) (3). These rights and privileges start as of the date of the approval letter.

**Requests for inclusion on the Group Exempt Roster must be sent to the Secretary of the FGBC, P.O. Box 384, Winona Lake, IN 46590, and should include all of the information as described below.**

A letter from the Secretary of State or a certificate from the state stating that the Charter and Bylaws have been registered (this certificate should include your state identity number).

The Charter and Bylaws should include the new provisions required of 501 (c)(3) organizations. A copy of the Charter and Bylaws will verify the inclusion of the required provisions. The following is an **example** of those provisions:

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify for exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon dissolution of the corporation, assets shall be distributed for exempt purposes within the meaning of 501 (c) (3) of the Internal Revenue Code (IRC), to the Fellowship of Grace Brethren Churches, an Indiana not-for-profit corporation, if then a tax exempt public charity within the contemplation of said IRC section 501 (c) (3), or the corresponding section of an future federal tax code. Any such assets not so disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively of such purposes.

Or this last paragraph can say...

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations or organizations~ as said Court shall determine, which are organized and operated exclusively for such purposes.

**IF THE ABOVE PROVISIONS ARE NOT CURRENTLY STATED IN THE church or ministry CHARTER AND BYLAWS, AN AMENDMENT MUST BE FILED WITH THE STATE BEFORE QUALIFYING FOR THE FELLOWSHIP OF GRACE BRETHREN CHURCHES GROUP EXEMPT ROSTER.**

A letter from the church or ministry governing body requesting inclusion in the Fellowship of Grace Brethren Churches Group Exempt Roster is required. If a church or ministry has previously made a request for exempt status and was denied, if there is a pending request for exempt status, or if a church or ministry was ever issued an exemption ruling or determination letter, the church or ministry should give notice when requesting inclusion in the Group Exempt Roster. Please see the sample letter attached to this document.

- The complete mailing address including a street address is required.
- The employer identification number (EIN) assigned by IRS is required.
- The secretary will send your church or ministry's information to **Secretary of the FGBC, P.O. Box 384, Winona Lake, IN 46590** and a PDF copy to [tomavey@charisfellowship.us](mailto:tomavey@charisfellowship.us) for inclusion on the next annual update to the IRS. If you do not provide all the information required, you will be notified by email requesting the needed information.

**Sample Request Letter**  
(Please use church or ministry letterhead)

Date

Secretary of the Corporation  
Fellowship of Grace Brethren Churches, Inc.  
P.O. Box 384  
Winona Lake, IN 46590

Dear Mr. Secretary:

The purpose of my writing is to request that the (church or ministry name and address) be included on the Group Exempt Roster submitted to the Internal Revenue Service annually for recognition of exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. Enclosed is a copy of the church or ministry charter and bylaws. Our employer identification number (EIN) is (00-0000000).

Thank you for your assistance in this matter.

Closing

**Checklist of Items Required for Approval**

- ☐ Letter from the governing body requesting inclusion on the Group Exempt Roster
- ☐ Be sure your request letter includes your Employer Identification Number (EIN)
- ☐ Be sure your church or ministry name is the same as it appears on the IRS Form SS-4
- ☐ A letter or certification from the Secretary of State verifying that your organization has been chartered with the state. That certificate should include your organizations state identity number.
- ☐ Include a copy of your By-Laws and Constitution or articles of Corporation
- ☐ Make sure that your governing documents has a dissolution clause included

**Items you will receive when your request is approved**

1. An approval letter which will contain the Group Exempt Organization Roster Number
2. a copy of the letter approving the Fellowship of Grace Brethren Churches as an exempt organization
3. and a contact should you have any questions.

**Reminder**

The group roster is update during September and mailed to the IRS by September 30.  
Once you have been approved your rights and privileges start as of the date of your approval letter.