Check off list for a Church Preparing to Organize

Great Lakes City Classis

Make a request to the classis to become organized.

If not previously done, write and file Articles of Incorporation. Be sure to include Formulary 15 from the RCA’s Book of Church Order.

If you haven’t already done so, obtain an Employer Identification Number (EIN).

Adopt internal accounting procedures.

Adopt bylaws that are concise, containing only the necessary elements. A separate document of policies should be developed which can be more fluid and easily adaptable. The bylaws must be reviewed by the classis, which is responsible for approving the election process and must include Formulary 15 from the BCO.

Elect elders and deacons according to the process determined in the bylaws.

Schedule an organization service with the Classis Clerk. Newly elected elders and deacons will be ordained and installed and the pastor will be installed.

The pastor will need a new contract/call filled out. Contact the Classis Clerk for correct forms.

Function according to your bylaws.

For more details, see “How-to-organize-an-RCA-Church.pdf”

February 2024