



# Procedures for: Preaching Point, Daughter Work, NAM

## Goal:

These procedures provide a summary of both the UPCI General Manual and MN District Manual. All applications can be found on the district website under Resources/District Growth. The objective of these procedures is to help the applicant answer the question “what do I do next?”

## Preaching Point:

1. The Mother Church pastor is to fill out “Preaching Point Application”.
2. Email the completed application to your Presbyter and c/c the District NAM director. If the preaching point is in another section include that section’s Presbyter as well.
3. You will receive notification of approval/disapproval from the NAM Director and/or District Secretary.

## Daughter Work:

1. The Mother Church pastor is to fill out the “Daughter Work Application”.
2. Email the completed application to your Presbyter.
3. You will receive notification of approval/disapproval from the Presbyter or District Secretary.

### - **If the Daughter Work seeks to go autonomous:**

- Contact the District Secretary to schedule a meeting with the Mother Church Pastor, the Daughter Work pastor, and the District Board.
- Provide all documentation (i.e. by-laws) that is required to the District Secretary at least two weeks before the scheduled meeting.
- The Presbyter or District Secretary will notify of approval or disapproval.

## **NAM:**

1. The Mother Church pastor is to fill out the "NAM Application".
2. Email the completed application and church by-laws to the District NAM director.
3. You will receive notification from the District Secretary as to when you will be scheduled to meet the District Board.
4. The District Secretary will notify of approval or disapproval.
5. After approval you will need to work with NAM committee to complete the following steps:
  - a. Establish a Name (Search name availability by going to the Minnesota Secretary of State website: [www.sos.minnesota.gov](http://www.sos.minnesota.gov). Click on the "Start a Business" tab. Then, on the left column click on "How to Check Business Name Availability." Follow directions and procedures.)
  - b. File the Articles of Incorporation with the Secretary of State (see [www.sos.minnesota.gov](http://www.sos.minnesota.gov)).
  - c. Obtain a Tax I.D. Number and open a checking account under the new name.
  - d. Affiliate with the UPCI.
  - e. Purchase insurance