

Numbered Outline Steps to form the Church:

Steps in Detail.

1. **The Church Election, Acceptance, Recognition and Assignment** [See Appendix 3, Form A6:3-8-L5:4].
 2. **Each Elder** of a family in congregation must choose a minister who they believe will do the work of the Church as prescribed by Christ and fill out *Election and Conveyance* section of the **Form A6:3-8-L5:4** as evidence of that choice. [2 or more, ideally ten.]
 3. **Freely grant** in good faith to that minister an offering of present value for a token as if you were giving it to Christ and God for His purposes.
 4. **Fill out** the information in Form J10:37/Ex30:16 [See Appendix 3].
 5. **Deliver** these three items to that Minister of your choice.
6. **Acceptance** by the Chosen Minister by individual election and offering.
 7. **Fill out** the *Acceptance of this Sacred Church Trust and Ministry* section of Form A6:3-8-L5:4 recording the receipt of an offering of present value and the obligation of ministering with it according to Christ's purposes
 8. **Record** a detailed account of the present value offering in the First Annual Report, Form 2Cor6:8. [See Appendix 3].
 9. If Chosen Minister does not accept this sacred responsibility, the offering should be returned.
10. **Deliver these Forms** to an ordained Minister or a qualified Commissioned Minister of the Church.
 11. **Election, Acceptance, Recognition**[Form A6:3-8-L5:4]
 12. **Notification of Minister Information** [Form J 10:37]
 13. All **Known Elector Information** [Form Ex30:16] including the Minister information on each additional form needed to include the whole electorate of the congregation.
 14. Signed and dated copies of all **Annual Report** should be forth coming along with any changes in the electorate or their contact information. Marriages, deaths and births and baptisms should be included along with any other information that would be of interest or assistance to the Overseer. All organizational mission statements, creeds, polities that may differ from those contained in this book should be submitted in the first year or at this time or as any official changes are made.
15. The *Acceptance and Assignment* when signed and sealed will be kept on file.
 16. **A sealed copy of the assignment** will be returned to the minister. Additional copies may be made available upon request.
 17. **Only ordained ministers or their duly commissioned ministers may seal** a document and retain originals.
18. **At least one Annual Report** [Form 2Cor6:8] from each Church along with updates.
 19. **The purpose of an Annual Report** is simply to communion, assist, and protect the minister of the Church and the Church and to properly provide for the needs of the congregation.
 20. **The Annual Report may be as specific or as general** as the ministers deem fit.
 21. **Duplicate Signed Originals** may be kept by the ministers of the local Church if provided.
 22. **Signed and Sealed Originals should be kept** by the overseer and his order within the Church.
 23. **All originals are the property of Christ as the Church belongs to Christ.**
 24. **Certified by seal Copies should be available** to all members of the congregation for safe keeping or as a record to the world.
 25. **New members to the congregation and departures** from the fellowship along with all other significant events effecting the life and health of the congregation and the Church in general should be recorded in The Annual Report Form 2Cor6:8 including any Change of information normally found in Form 2Pt1-10.