

INCORPORATION OF CHURCHES  
OF THE  
SOUTH CAROLINA CONFERENCE OF THE  
INTERNATIONAL PENTECOSTAL HOLINESS CHURCH, INC.

Information and Directions

The South Carolina Conference of the International Pentecostal Holiness Church, Inc. recommends that each organized church be incorporated as a religious nonprofit corporation in order to protect the church members from legal liability which may arise out of church activities. The Conference has retained the law firm of Young Clement Rivers, LLP to prepare standardized forms which may be used by those churches which elect to become incorporated. The fee for incorporation will be \$525.00, inclusive of the filing fees. The Firm will provide telephone consultations and specialized drafting upon request at its usual hourly rates.

Following is a brief explanation and an Information Sheet which may be completed and submitted to the Firm in order to initiate the process of incorporation.

The initial step is to choose a name for the corporation. This may be the same as the name currently being used by the church, so long as there is no other corporation, limited liability company or limited partnership using the same name within the State of South Carolina. Care should also be taken to avoid using a name which is a registered trade mark or trade name. The preferred name and one alternative name should be listed on the Information Sheet. The Firm will check with the South Carolina Secretary of State to be sure the name is not already being used by another entity. If the proposed name or the alternate name is available, the Firm will prepare and forward the following documents to the Pastor at the address listed on the Information Sheet:

1. Nonprofit Corporation Articles of Incorporation
2. Organizational Minutes
3. Bylaws

Once the documents are received, the Pastor should call a special meeting of the Church Board to approve the incorporation. Copies of the incorporation documents should be given to each Board member for review before the meeting.

If the Church Board votes in favor of incorporating the church and approves the incorporation documents, the following actions should be taken:

1. The Organizational Minutes should be read and approved at the meeting. The Secretary should insert the date of the meeting on the first page, sign and date the last page and insert the address where the meeting was held.
2. The Pastor should sign the Nonprofit Corporation Articles of Incorporation on the first page as the Registered Agent and on the third page as the Incorporator.

3. The Secretary should enter the date of the Organizational Meeting on the last page of the Bylaws and both the Secretary and the Pastor should sign the Bylaws.
4. The original signed documents should be returned to the Firm at the following address:

Young Clement Rivers, LLP  
Post Office Box 993  
Charleston, SC 29402  
Attn: Karen W. Kerrison, Esq.

The Firm will file the Articles of Incorporation with the South Carolina Secretary of State. Once the Articles are returned with confirmation of filing, a minute book will be prepared containing the Articles, the original Organizational Minutes and Bylaws. The minute book will also contain space for filing minutes and resolutions adopted at future business meetings of the members and the Church Board. The minute book will be sent to the Pastor at the address listed on the Information Sheet.

Please contact Ms. Kerrison at (843) 720-5438 if you have any questions respecting incorporation.

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INFORMATION SHEET

1. Proposed Name: \_\_\_\_\_

Alternate Name: \_\_\_\_\_

2. Pastor (Full Name): \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

|      |        |       |          |
|------|--------|-------|----------|
| City | County | State | Zip Code |
|------|--------|-------|----------|

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

3. List persons who will serve as the Secretary and Treasurer, one person may serve in both positions (Please List Full Names):

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

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Please complete and mail this form to the following address, together with a check made payable to Young Clement Rivers, LLP in the amount of \$525.00, to initiate the process of incorporation:

Karen W. Kerrison, Esq.  
Young Clement Rivers, LLP  
Post Office Box 993  
Charleston, SC 29402