



THE CHURCH NETWORK™

Don't Go It Alone.

HOW TO BEGIN A CHURCH NETWORK CHAPTER

1. Contact the TCN office and obtain a list of ***TCN Active Members*** within your chapter area. This will help you form a ***core group*** and enlist their assistance in forming a chapter.
2. Plan an interest/information meeting. Set a date, time, and location. Arrange for refreshments/meal, speaker, publicity. If necessary, contact the TCN National Office to have a staff member attend your meeting.
3. Compile a list of prospective members, using telephone calls (don't web searches), mail surveys, visiting denominational offices, and personal contacts. Contact the TCN national office and obtain a list of contacts (non-active TCN members) within your chapter interest area from the national database.
4. Involve many people in the promotion of the first meeting. Use flyers, local church page of newspaper, ministerial alliance, denominational offices, and plan a telephone campaign three days before the meeting. The TCN National Office can assist with sending invites and/or e-mails to those contacts in the national database.
5. At the first meeting, sell the benefits and importance of the local and national organizations. Create a warm, friendly climate.
6. Select a leader who will accept the challenge and responsibility of being the organizer. He/she must be sold on the importance of an administrators group getting together periodically for study, training, problem solving, sharing and fellowship.
7. Select leaders who will accept the responsibility of discovering people interested in church management work.
8. Decide to meet on a regular basis, time and place. Keep in touch with the national office via e-mail.
9. Select a name for your group, try to choose a name that helps identify your geographic location.
10. Decide if you want to become a Chartered Chapter of TCN. A Charter Chapter of TCN has the benefits of
 - a. Offering CEU's, for meetings that qualify, to your attendees.
 - b. Direct contact with a specific National Board member for information and assistance.
 - c. Access to the TCN national database to track your membership roster and dues. (Chapter Connector)
 - d. The ability to track membership within the TCN database. This will keep your chapter contact list and roster up-to-date!

HOW TO BECOME A CHARTERED CHAPTER OF TCN

1. Select a slate of officers.
2. Agree on a Constitution and Bylaws for your chapter.
3. Request Application for Chartering from National Office. You will need a slate of officers to be chartered.
4. Invite your assigned Board member to come to the local initiation of officers and chartering of your chapter. (There are sample documents for the installation, found in the Chapter Builder.) Maintain close contact with your assigned Board member and the TCN National Office. Copy chapters@thechurchnetwork.com on your chapter correspondence.
5. As a Chapter of TCN you will want to apply for tax exempt status - please read ***“501 (c)(3) Application Process for Chapters.”***