

PROCEDURES FOR COMPLETING THE REVISED CHURCH REGISTRATION FORM

(Effective May 2010)

SECTION	PROCEDURES																					
A – Identification	This section must be completed fully with all registration submissions. Please do not leave any spaces blank. If you have an email address, please include it in this section.																					
B – Reporting Quarter	Please specify the quarter you are reporting your registration. Registrations can be made for one or more quarters. You may also pay the “final” registration anytime during the four quarter period.																					
C - Quarter Registration	In this section, please select your “ Church Category ”. This selection determines the reporting amount “per quarter”. There are four (4) reporting quarters. Your selection also determines the total delegates you are allowed. <u>Your total delegates must include the Pastor.</u> For example, if your selection was Church Category C, your registration fee would be \$100 per quarter. You can pay the total registration (in this example \$400) at one time to complete your registration. In this category, you are allowed three (3) delegates – the Pastor and two (2) additional delegates. If you would like to enroll more delegates, you must complete Individual Registration Form for each delegate or increase your “church category” selection.																					
D - Other	This section allows you to make a contribution to any of the listed entities. The funds you contribute in these categories are not considered part of the required quarterly registrations.																					
	<p>Your church school donation is also based on the Church Category you selected. The amount per category is listed below:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Church Level</th> <th style="text-align: center;">Membership</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">AA1</td> <td style="text-align: center;">Over 500 members</td> <td style="text-align: center;">\$150.00</td> </tr> <tr> <td style="text-align: center;">AA2</td> <td style="text-align: center;">Over 400 members</td> <td style="text-align: center;">\$125.00</td> </tr> <tr> <td style="text-align: center;">AA</td> <td style="text-align: center;">Over 300 members</td> <td style="text-align: center;">\$100.00</td> </tr> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Over 200 members</td> <td style="text-align: center;">\$75.00</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Over 100 members</td> <td style="text-align: center;">\$50.00</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Over 25 members</td> <td style="text-align: center;">\$25.00</td> </tr> </tbody> </table>	Church Level	Membership	Amount	AA1	Over 500 members	\$150.00	AA2	Over 400 members	\$125.00	AA	Over 300 members	\$100.00	A	Over 200 members	\$75.00	B	Over 100 members	\$50.00	C	Over 25 members	\$25.00
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D – Deacons and Delegates	<p>Please be sure to provide complete information for each of the delegates. <u>If the delegate will be attending the Convention, please place an “X” by the delegate’s name.</u> This will allow staff to have Convention materials ready for those in attendance.</p> <p>In order for Deacon(s) to part of the Mortuary Fund, they must be registered. If the selected registration level does not allow all Deacons to be registered, a \$25 registration fee and an Individual Registration Form must be completed. Licensed Ministers and Elders (Non-Pastors) must register on the Individual Registration Form and pay the required enrollment fee. Females are not considered delegates.</p>																					