

Form 1023 Checklist

(Revised June 2006)

Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code

Note. Retain a copy of the completed Form 1023 in your permanent records. Refer to the General Instructions regarding Public Inspection of approved applications.

Check each box to finish your application (Form 1023). Send this completed Checklist with your filled-in application. If you have not answered all the items below, your application may be returned to you as incomplete.

- Assemble the application and materials in this order:
- Form 1023 Checklist
 - Form 2848, *Power of Attorney and Declaration of Representative* (if filing)
 - Form 8821, *Tax Information Authorization* (if filing)
 - Expedite request (if requesting)
 - Application (Form 1023 and Schedules A through H, as required)
 - Articles of organization
 - Amendments to articles of organization in chronological order
 - Bylaws or other rules of operation and amendments
 - Documentation of nondiscriminatory policy for schools, as required by Schedule B
 - Form 5768, *Election/Revocation of Election by an Eligible Section 501(c)(3) Organization To Make Expenditures To Influence Legislation* (if filing)
 - All other attachments, including explanations, financial data, and printed materials or publications. Label each page with name and EIN.
- User fee payment placed in envelope on top of checklist. DO NOT STAPLE or otherwise attach your check or money order to your application. Instead, just place it in the envelope.
- Employer Identification Number (EIN)
- Completed Parts I through XI of the application, including any requested information and any required Schedules A through H.
- You must provide specific details about your past, present, and planned activities.
 - Generalizations or failure to answer questions in the Form 1023 application will prevent us from recognizing you as tax exempt.
 - Describe your purposes and proposed activities in specific easily understood terms.
 - Financial information should correspond with proposed activities.
- Schedules. Submit only those schedules that apply to you and check either "Yes" or "No" below.
- | | | | | | |
|------------|---------|-------------|------------|---------|-------------|
| Schedule A | Yes ___ | No <u>X</u> | Schedule E | Yes ___ | No <u>X</u> |
| Schedule B | Yes ___ | No <u>X</u> | Schedule F | Yes ___ | No <u>X</u> |
| Schedule C | Yes ___ | No <u>X</u> | Schedule G | Yes ___ | No <u>X</u> |
| Schedule D | Yes ___ | No <u>X</u> | Schedule H | Yes ___ | No <u>X</u> |

- An exact copy of your complete articles of organization (creating document). Absence of the proper purpose and dissolution clauses is the number one reason for delays in the issuance of determination letters.
- Location of Purpose Clause from Part III, line 1 (Page, Article and Paragraph Number) ARTICLE VI, PAGE 2 OF
 - Location of Dissolution Clause from Part III, line 2b or 2c (Page, Article and Paragraph Number) or by operation of state law ARTICLE XI, PAGE 4 OF 4
- Signature of an officer, director, trustee, or other official who is authorized to sign the application.
- Signature at Part XI of Form 1023.
- Your name on the application must be the same as your legal name as it appears in your articles of organization.

Send completed Form 1023, user fee payment, and all other required information, to:

Internal Revenue Service
P.O. Box 192
Covington, KY 41012-0192

If you are using express mail or a delivery service, send Form 1023, user fee payment, and attachments to:

Internal Revenue Service
201 West Rivercenter Blvd.
Attn: Extracting Stop 312
Covington, KY 41011

Power of Attorney and Declaration of Representative

OMB No. 1545-0150
For IRS Use Only
 Received by: _____
 Name _____
 Telephone _____
 Function _____
 Date / /

▶ Type or print. ▶ See the separate instructions.

Part I Power of Attorney

Caution: Form 2848 will not be honored for any purpose other than representation before the IRS.

1 Taxpayer information. Taxpayer(s) must sign and date this form on page 2, line 9.

Taxpayer name(s) and address Ministries at Work, Inc. 1076 Nooning Tree Dr. Chesterfield, MO 63017	Social security number(s) _____ _____ _____ Daytime telephone number _____	Employer identification number 27-0392335 Plan number (if applicable) _____
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hereby appoint(s) the following representative(s) as attorney(s)-in-fact:

2 Representative(s) must sign and date this form on page 2, Part II. See additional Form 2848 (attached)

Name and address Douglas M. Mueller, CPA 1034 S. Brentwood Blvd., Ste. 1700 St. Louis, MO 63117	CAF No. 4000-46931R Telephone No. 314-862-2070 Fax No. 314-862-1549 Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>
Name and address Jeanette L. Bax-Kurtz, CPA 1034 S. Brentwood Blvd., Ste. 1700 St. Louis, MO 63117	CAF No. 4005-40529R Telephone No. 314-862-2070 Fax No. 314-862-1549 Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>
Name and address Karyn A. Nunn, CPA 1034 S. Brentwood Blvd., Ste. 1700 St. Louis, MO 63117	CAF No. 0303-13572R Telephone No. 314-862-2070 Fax No. 314-862-1549 Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/>

to represent the taxpayer(s) before the Internal Revenue Service for the following tax matters:

3 Tax matters

Type of Tax (Income, Employment, Excise, etc.) or Civil Penalty (see the instructions for line 3)	Tax Form Number (1040, 941, 720, etc.)	Year(s) or Period(s) (see the instructions for line 3)
Application for Recognition of Exemption	1023	N/A

4 Specific use not recorded on Centralized Authorization File (CAF). If the power of attorney is for a specific use not recorded on CAF, check this box. See the instructions for Line 4. **Specific Uses Not Recorded on CAF**

5 Acts authorized. The representatives are authorized to receive and inspect confidential tax information and to perform any and all acts that I (we) can perform with respect to the tax matters described on line 3, for example, the authority to sign any agreements, consents, or other documents. The authority does not include the power to receive refund checks (see line 6 below), the power to substitute another representative or add additional representatives, the power to sign certain returns, or the power to execute a request for disclosure of tax returns or return information to a third party. See the line 5 instructions for more information.

Exceptions. An unenrolled return preparer cannot sign any document for a taxpayer and may only represent taxpayers in limited situations. See **Unenrolled Return Preparer** on page 1 of the instructions. An enrolled actuary may only represent taxpayers to the extent provided in section 10.3(d) of Treasury Department Circular No. 230 (Circular 230). An enrolled retirement plan administrator may only represent taxpayers to the extent provided in section 10.3(e) of Circular 230. See the line 5 instructions for restrictions on tax matters partners. In most cases, the student practitioner's (levels k and l) authority is limited (for example, they may only practice under the supervision of another practitioner).

List any specific additions or deletions to the acts otherwise authorized in this power of attorney: _____

6 Receipt of refund checks. If you want to authorize a representative named on line 2 to receive, **BUT NOT TO ENDORSE OR CASH**, refund checks, initial here _____ and list the name of that representative below.

Name of representative to receive refund check(s) ▶ _____

7 Notices and communications. Original notices and other written communications will be sent to you and a copy to the first representative listed on line 2.

- a If you also want the second representative listed to receive a copy of notices and communications, check this box
- b If you do not want any notices or communications sent to your representative(s), check this box

8 Retention/revocation of prior power(s) of attorney. The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same tax matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here.

YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.

9 Signature of taxpayer(s). If a tax matter concerns a joint return, both husband and wife must sign if joint representation is requested, otherwise, see the instructions. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

▶ IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED.

Brandon K. Mann Signature 3-15-10 Date Chairman Title (if applicable)

Brandon K. Mann Print Name PIN Number _____ Print name of taxpayer from line 1 if other than individual

Signature Date Title (if applicable)

Print Name PIN Number

Part II Declaration of Representative

Caution: Students with a special order to represent taxpayers in qualified Low Income Taxpayer Clinics or the Student Tax Clinic Program (levels k and l), see the instructions for Part II.

Under penalties of perjury, I declare that:

- I am not currently under suspension or disbarment from practice before the Internal Revenue Service;
- I am aware of regulations contained in Circular 230 (31 CFR, Part 10), as amended, concerning the practice of attorneys, certified public accountants, enrolled agents, enrolled actuaries, and others;
- I am authorized to represent the taxpayer(s) identified in Part I for the tax matter(s) specified there; and
- I am one of the following:
 - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - b Certified Public Accountant—duly qualified to practice as a certified public accountant in the jurisdiction shown below.
 - c Enrolled Agent—enrolled as an agent under the requirements of Circular 230.
 - d Officer—a bona fide officer of the taxpayer's organization.
 - e Full-Time Employee—a full-time employee of the taxpayer.
 - f Family Member—a member of the taxpayer's immediate family (for example, spouse, parent, child, brother, or sister).
 - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Internal Revenue Service is limited by section 10.3(d) of Circular 230).
 - h Unenrolled Return Preparer—the authority to practice before the Internal Revenue Service is limited by Circular 230, section 10.7(c)(1)(viii). You must have prepared the return in question and the return must be under examination by the IRS. See **Unenrolled Return Preparer** on page 1 of the instructions.
 - k Student Attorney—student who receives permission to practice before the IRS by virtue of their status as a law student under section 10.7(d) of Circular 230.
 - l Student CPA—student who receives permission to practice before the IRS by virtue of their status as a CPA student under section 10.7(d) of Circular 230.
 - r Enrolled Retirement Plan Agent—enrolled as a retirement plan agent under the requirements of Circular 230 (the authority to practice before the Internal Revenue Service is limited by section 10.3(e)).

▶ IF THIS DECLARATION OF REPRESENTATIVE IS NOT SIGNED AND DATED, THE POWER OF ATTORNEY WILL BE RETURNED. See the Part II instructions.

Designation—Insert above letter (a-r)	Jurisdiction (state) or identification	Signature	Date
B	MO	<i>[Signature]</i>	3/15/10
B	MO, IL, NE	<i>Jeanette & Bax-Kurtz</i>	3-15-10
B	MO	<i>Karen A. Nunn</i>	3/15/10

**Application for Recognition of Exemption
 Under Section 501(c)(3) of the Internal Revenue Code**

Note: If exempt status is approved, this application will be open for public inspection.

Use the instructions to complete this application and for a definition of all bold items. For additional help, call IRS Exempt Organizations Customer Account Services toll-free at 1-877-829-5500. Visit our website at www.irs.gov for forms and publications. If the required information and documents are not submitted with payment of the appropriate user fee, the application may be returned to you.

Attach additional sheets to this application if you need more space to answer fully. Put your name and EIN on each sheet and identify each answer by Part and line number. Complete Parts I - XI of Form 1023 and submit only those Schedules (A through H) that apply to you.

Part I Identification of Applicant

1 Full name of organization (exactly as it appears in your organizing document)		2 c/o Name (if applicable)	
MINISTRIES AT WORK, INC.		BRANDON MANN	
3 Mailing address (Number and street) (see instructions)	Room/Suite	4 Employer Identification Number (EIN)	
1076 NOONING TREE DRIVE		27-0392335	
City or town, state or country, and ZIP + 4		5 Month the annual accounting period ends (01 - 12)	
CHESTERFIELD, MO 63017		6	
6 Primary contact (officer, director, trustee, or authorized representative)		b Phone: 314-276-9088	
a Name: BRANDON MANN, CHAIRMAN		c Fax: (optional) N/A	
7 Are you represented by an authorized representative, such as an attorney or accountant? If "Yes," provide the authorized representative's name, and the name and address of the authorized representative's firm. Include a completed Form 2848, <i>Power of Attorney and Declaration of Representative</i> , with your application if you would like us to communicate with your representative.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
8 Was a person who is not one of your officers, directors, trustees, employees, or an authorized representative listed in line 7, paid, or promised payment, to help plan, manage, or advise you about the structure or activities of your organization, or about your financial or tax matters? If "Yes," provide the person's name, the name and address of the person's firm, the amounts paid or promised to be paid, and describe that person's role.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
9a Organization's website: www.ministriesatwork.org			
b Organization's email: (optional) bmann@ministriesatwork.org			
10 Certain organizations are not required to file an information return (Form 990 or Form 990-EZ). If you are granted tax-exemption, are you claiming to be excused from filing Form 990 or Form 990-EZ? If "Yes," explain. See the instructions for a description of organizations not required to file Form 990 or Form 990-EZ.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
11 Date incorporated if a corporation, or formed, if other than a corporation. (MM/DD/YYYY)		06/09/2009	
12 Were you formed under the laws of a foreign country? If "Yes," state the country.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Part II Organizational Structure

You must be a corporation (including a limited liability company), an unincorporated association, or a trust to be tax exempt. (See instructions.) **DO NOT file this form unless you can check "Yes" on lines 1, 2, 3, or 4.**

- 1 Are you a **corporation**? If "Yes," attach a copy of your articles of incorporation showing certification of filing with the appropriate state agency. Include copies of any amendments to your articles and be sure they also show state filing certification. Yes No
- 2 Are you a **limited liability company (LLC)**? If "Yes," attach a copy of your articles of organization showing certification of filing with the appropriate state agency. Also, if you adopted an operating agreement, attach a copy. Include copies of any amendments to your articles and be sure they show state filing certification. Refer to the instructions for circumstances when an LLC should not file its own exemption application. Yes No
- 3 Are you an **unincorporated association**? If "Yes," attach a copy of your articles of association, constitution, or other similar organizing document that is dated and includes at least two signatures. Include signed and dated copies of any amendments. Yes No
- 4a Are you a **trust**? If "Yes," attach a signed and dated copy of your trust agreement. Include signed and dated copies of any amendments. Yes No
- b Have you been funded? If "No," explain how you are formed without anything of value placed in trust. Yes No
- 5 Have you adopted **bylaws**? If "Yes," attach a current copy showing date of adoption. If "No," explain how your officers, directors, or trustees are selected. Yes No

Part III Required Provisions in Your Organizing Document

The following questions are designed to ensure that when you file this application, your organizing document contains the required provisions to meet the organizational test under section 501(c)(3). Unless you can check the boxes in both lines 1 and 2, your organizing document does not meet the organizational test. **DO NOT file this application until you have amended your organizing document.** Submit your original and amended organizing documents (showing state filing certification if you are a corporation or an LLC) with your application.

- 1 Section 501(c)(3) requires that your organizing document state your exempt purpose(s), such as charitable, religious, educational, and/or scientific purposes. Check the box to confirm that your organizing document meets this requirement. Describe specifically where your organizing document meets this requirement, such as a reference to a particular article or section in your organizing document. Refer to the instructions for exempt purpose language. Location of Purpose Clause (Page, Article, and Paragraph): EXHIBIT 1 ARTICLE VI PAGE 2 OF 4
- 2a Section 501(c)(3) requires that upon dissolution of your organization, your remaining assets must be used exclusively for exempt purposes, such as charitable, religious, educational, and/or scientific purposes. Check the box on line 2a to confirm that your organizing document meets this requirement by express provision for the distribution of assets upon dissolution. If you rely on state law for your dissolution provision, do not check the box on line 2a and go to line 2c.
- 2b If you checked the box on line 2a, specify the location of your dissolution clause (Page, Article, and Paragraph). Do not complete line 2c if you checked box 2a. EXHIBIT 1 ARTICLE XI PAGE 4 OF 4, used MO state mandated wording
- 2c See the instructions for information about the operation of state law in your particular state. Check this box if you rely on operation of state law for your dissolution provision and indicate the state: N/A

Part IV Narrative Description of Your Activities

Using an attachment, describe your *past, present, and planned* activities in a narrative. If you believe that you have already provided some of this information in response to other parts of this application, you may summarize that information here and refer to the specific parts of the application for supporting details. You may also attach representative copies of newsletters, brochures, or similar documents for supporting details to this narrative. Remember that if this application is approved, it will be open for public inspection. Therefore, your narrative description of activities should be thorough and accurate. Refer to the instructions for information that must be included in your description.

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors

- 1a List the names, titles, and mailing addresses of all of your officers, directors, and trustees. For each person listed, state their total annual compensation, or proposed compensation, for all services to the organization, whether as an officer, employee, or other position. Use actual figures, if available. Enter "none" if no compensation is or will be paid. If additional space is needed, attach a separate sheet. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
BRANDON MANN	CHAIR (PRESIDENT/CEO)	1076 NOONING TREE DR CHESTERFIELD, MO 63017	123,050
LISA MANN	VICE CHAIR (TREASURER)	1076 NOONING TREE DR. CHESTERFIELD, MO 63017	80,625
DAVID STEWARD	DIRECTOR	60 WELDON PARKWAY ST. LOUIS, MO 63043	NONE
GREG SCHUSTER	DIRECTOR (SECRETARY)	721 EMERSON RD STE 300 CREVE COEUR, MO 64131	NONE
GARY DOLLAR	DIRECTOR	2 LAKEWOOD DR GLEN CARBON, IL 62034	NONE

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

b List the names, titles, and mailing addresses of each of your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation. Do not include officers, directors, or trustees listed in line 1a.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
NONE		-----	NONE

c List the names, names of businesses, and mailing addresses of your five highest compensated independent contractors that receive or will receive compensation of more than \$50,000 per year. Use the actual figure, if available. Refer to the instructions for information on what to include as compensation.

Name	Title	Mailing address	Compensation amount (annual actual or estimated)
NONE		-----	NONE

The following "Yes" or "No" questions relate to *past, present, or planned* relationships, transactions, or agreements with your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, and 1c.

2a Are any of your officers, directors, or trustees **related** to each other through **family or business relationships**? If "Yes," identify the individuals and explain the relationship. **Yes** **No**

b Do you have a business relationship with any of your officers, directors, or trustees other than through their position as an officer, director, or trustee? If "Yes," identify the individuals and describe the business relationship with each of your officers, directors, or trustees. **Yes** **No**

c Are any of your officers, directors, or trustees related to your highest compensated employees or highest compensated independent contractors listed on lines 1b or 1c through family or business relationships? If "Yes," identify the individuals and explain the relationship. **Yes** **No**

3a For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

b Do any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c receive compensation from any other organizations, whether tax exempt or taxable, that are related to you through **common control**? If "Yes," identify the individuals, explain the relationship between you and the other organization, and describe the compensation arrangement. **Yes** **No**

4 In establishing the compensation for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, and 1c, the following practices are recommended, although they are not required to obtain exemption. Answer "Yes" to all the practices you use.

a Do you or will the individuals that approve compensation arrangements follow a conflict of interest policy? **Yes** **No**

b Do you or will you approve compensation arrangements in advance of paying compensation? **Yes** **No**

c Do you or will you document in writing the date and terms of approved compensation arrangements? **Yes** **No**

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- d** Do you or will you record in writing the decision made by each individual who decided or voted on compensation arrangements? Yes No
- e** Do you or will you approve compensation arrangements based on information about compensation paid by **similarly situated** taxable or tax-exempt organizations for similar services, current compensation surveys compiled by independent firms, or actual written offers from similarly situated organizations? Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. Yes No
- f** Do you or will you record in writing both the information on which you relied to base your decision and its source? Yes No
- g** If you answered "No" to any item on lines 4a through 4f, describe how you set compensation that is **reasonable** for your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c.
-
- 5a** Have you adopted a **conflict of interest policy** consistent with the sample conflict of interest policy in Appendix A to the instructions? If "Yes," provide a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," answer lines 5b and 5c. Yes No
- b** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you for setting their own compensation?
- c** What procedures will you follow to assure that persons who have a conflict of interest will not have influence over you regarding business deals with themselves?
- Note:** A conflict of interest policy is recommended though it is not required to obtain exemption. Hospitals, see Schedule C, Section I, line 14.
-
- 6a** Do you or will you compensate any of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed in lines 1a, 1b, or 1c through **non-fixed payments**, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are determined, who is eligible for such arrangements, whether you place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. Yes No
- b** Do you or will you compensate any of your employees, other than your officers, directors, trustees, or your five highest compensated employees who receive or will receive compensation of more than \$50,000 per year, through non-fixed payments, such as discretionary bonuses or revenue-based payments? If "Yes," describe all non-fixed compensation arrangements, including how the amounts are or will be determined, who is or will be eligible for such arrangements, whether you place or will place a limitation on total compensation, and how you determine or will determine that you pay no more than reasonable compensation for services. Refer to the instructions for Part V, lines 1a, 1b, and 1c, for information on what to include as compensation. Yes No
-
- 7a** Do you or will you purchase any goods, services, or assets from any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such purchase that you made or intend to make, from whom you make or will make such purchases, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine that you pay no more than **fair market value**. Attach copies of any written contracts or other agreements relating to such purchases. Yes No
- b** Do you or will you sell any goods, services, or assets to any of your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," describe any such sales that you made or intend to make, to whom you make or will make such sales, how the terms are or will be negotiated at **arm's length**, and explain how you determine or will determine you are or will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such sales. Yes No
-
- 8a** Do you or will you have any leases, contracts, loans, or other agreements with your officers, directors, trustees, highest compensated employees, or highest compensated independent contractors listed in lines 1a, 1b, or 1c? If "Yes," provide the information requested in lines 8b through 8f. Yes No
- b** Describe any written or oral arrangements that you made or intend to make.
- c** Identify with whom you have or will have such arrangements.
- d** Explain how the terms are or will be negotiated at **arm's length**.
- e** Explain how you determine you pay no more than fair market value or you are paid at least fair market value.
- f** Attach copies of any signed leases, contracts, loans, or other agreements relating to such arrangements.
-
- 9a** Do you or will you have any leases, contracts, loans, or other agreements with any organization in which any of your officers, directors, or trustees are also officers, directors, or trustees, or in which any individual officer, director, or trustee owns more than a 35% interest? If "Yes," provide the information requested in lines 9b through 9f. Yes No

Part V Compensation and Other Financial Arrangements With Your Officers, Directors, Trustees, Employees, and Independent Contractors (Continued)

- b Describe any written or oral arrangements you made or intend to make.
- c Identify with whom you have or will have such arrangements.
- d Explain how the terms are or will be negotiated at arm's length.
- e Explain how you determine or will determine you pay no more than fair market value or that you are paid at least fair market value.
- f Attach a copy of any signed leases, contracts, loans, or other agreements relating to such arrangements.

Part VI Your Members and Other Individuals and Organizations That Receive Benefits From You

The following "Yes" or "No" questions relate to goods, services, and funds you provide to individuals and organizations as part of your activities. Your answers should pertain to *past, present, and planned* activities. (See instructions.)

- 1a In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "Yes," describe each program that provides goods, services, or funds to individuals. Yes No
- b In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "Yes," describe each program that provides goods, services, or funds to organizations. Yes No
- 2 Do any of your programs limit the provision of goods, services, or funds to a specific individual or group of specific individuals? For example, answer "Yes," if goods, services, or funds are provided only for a particular individual, your members, individuals who work for a particular employer, or graduates of a particular school. If "Yes," explain the limitation and how recipients are selected for each program. Yes No
- 3 Do any individuals who receive goods, services, or funds through your programs have a family or business relationship with any officer, director, trustee, or with any of your highest compensated employees or highest compensated independent contractors listed in Part V, lines 1a, 1b, and 1c? If "Yes," explain how these related individuals are eligible for goods, services, or funds. Yes No

Part VII Your History

The following "Yes" or "No" questions relate to your history. (See instructions.)

- 1 Are you a **successor** to another organization? Answer "Yes," if you have taken or will take over the activities of another organization; you took over 25% or more of the fair market value of the net assets of another organization; or you were established upon the conversion of an organization from for-profit to non-profit status. If "Yes," complete Schedule G. Yes No
- 2 Are you submitting this application more than 27 months after the end of the month in which you were legally formed? If "Yes," complete Schedule E. Yes No

Part VIII Your Specific Activities

The following "Yes" or "No" questions relate to specific activities that you may conduct. Check the appropriate box. Your answers should pertain to *past, present, and planned* activities. (See instructions.)

- 1 Do you support or oppose candidates in **political campaigns** in any way? If "Yes," explain. Yes No
- 2a Do you attempt to **influence legislation**? If "Yes," explain how you attempt to influence legislation and complete line 2b. If "No," go to line 3a. Yes No
- b Have you made or are you making an **election** to have your legislative activities measured by expenditures by filing Form 5768? If "Yes," attach a copy of the Form 5768 that was already filed or attach a completed Form 5768 that you are filing with this application. If "No," describe whether your attempts to influence legislation are a substantial part of your activities. Include the time and money spent on your attempts to influence legislation as compared to your total activities. Yes No
- 3a Do you or will you operate bingo or **gaming** activities? If "Yes," describe who conducts them, and list all revenue received or expected to be received and expenses paid or expected to be paid in operating these activities. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Yes No
- b Do you or will you enter into contracts or other agreements with individuals or organizations to conduct bingo or gaming for you? If "Yes," describe any written or oral arrangements that you made or intend to make, identify with whom you have or will have such arrangements, explain how the terms are or will be negotiated at arm's length, and explain how you determine or will determine you pay no more than fair market value or you will be paid at least fair market value. Attach copies of any written contracts or other agreements relating to such arrangements. Yes No
- c List the states and local jurisdictions, including Indian Reservations, in which you conduct or will conduct gaming or bingo.

Part VIII Your Specific Activities (Continued)

4a Do you or will you undertake **fundraising**? If "Yes," check all the fundraising programs you do or will conduct. (See instructions.) **Yes** **No**

- mail solicitations
- phone solicitations
- email solicitations
- accept donations on your website
- personal solicitations
- receive donations from another organization's website
- vehicle, boat, plane, or similar donations
- government grant solicitations
- foundation grant solicitations
- Other

Attach a description of each fundraising program.

b Do you or will you have written or oral contracts with any individuals or organizations to raise funds for you? If "Yes," describe these activities. Include all revenue and expenses from these activities and state who conducts them. Revenue and expenses should be provided for the time periods specified in Part IX, Financial Data. Also, attach a copy of any contracts or agreements. **Yes** **No**

c Do you or will you engage in fundraising activities for other organizations? If "Yes," describe these arrangements. Include a description of the organizations for which you raise funds and attach copies of all contracts or agreements. **Yes** **No**

d List all states and local jurisdictions in which you conduct fundraising. For each state or local jurisdiction listed, specify whether you fundraise for your own organization, you fundraise for another organization, or another organization fundraises for you. MO and IL - Fundraise for own organization

e Do you or will you maintain separate accounts for any contributor under which the contributor has the right to advise on the use or distribution of funds? Answer "Yes" if the donor may provide advice on the types of investments, distributions from the types of investments, or the distribution from the donor's contribution account. If "Yes," describe this program, including the type of advice that may be provided and submit copies of any written materials provided to donors. **Yes** **No**

5 Are you affiliated with a governmental unit? If "Yes," explain. **Yes** **No**

6a Do you or will you engage in **economic development**? If "Yes," describe your program. **Yes** **No**

b Describe in full who benefits from your economic development activities and how the activities promote exempt purposes.

7a Do or will persons other than your employees or volunteers **develop** your facilities? If "Yes," describe each facility, the role of the developer, and any business or family relationship(s) between the developer and your officers, directors, or trustees. **Yes** **No**

b Do or will persons other than your employees or volunteers **manage** your activities or facilities? If "Yes," describe each activity and facility, the role of the manager, and any business or family relationship(s) between the manager and your officers, directors, or trustees. **Yes** **No**

c If there is a business or family relationship between any manager or developer and your officers, directors, or trustees, identify the individuals, explain the relationship, describe how contracts are negotiated at arm's length so that you pay no more than fair market value, and submit a copy of any contracts or other agreements.

8 Do you or will you enter into **joint ventures**, including partnerships or **limited liability companies** treated as partnerships, in which you share profits and losses with partners other than section 501(c)(3) organizations? If "Yes," describe the activities of these joint ventures in which you participate. **Yes** **No**

9a Are you applying for exemption as a childcare organization under section 501(k)? If "Yes," answer lines 9b through 9d. If "No," go to line 10. **Yes** **No**

b Do you provide child care so that parents or caretakers of children you care for can be **gainfully employed** (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). **Yes** **No**

c Of the children for whom you provide child care, are 85% or more of them cared for by you to enable their parents or caretakers to be gainfully employed (see instructions)? If "No," explain how you qualify as a childcare organization described in section 501(k). **Yes** **No**

d Are your services available to the general public? If "No," describe the specific group of people for whom your activities are available. Also, see the instructions and explain how you qualify as a childcare organization described in section 501(k). **Yes** **No**

10 Do you or will you publish, own, or have rights in music, literature, tapes, artworks, choreography, scientific discoveries, or other **intellectual property**? If "Yes," explain. Describe who owns or will own any copyrights, patents, or trademarks, whether fees are or will be charged, how the fees are determined, and how any items are or will be produced, distributed, and marketed. **Yes** **No**

Part VIII Your Specific Activities (Continued)

- 11** Do you or will you accept contributions of: real property; conservation easements; closely held securities; intellectual property such as patents, trademarks, and copyrights; works of music or art; licenses; royalties; automobiles, boats, planes, or other vehicles; or collectibles of any type? If "Yes," describe each type of contribution, any conditions imposed by the donor on the contribution, and any agreements with the donor regarding the contribution. **Yes** **No**
-
- 12a** Do you or will you operate in a foreign country or countries? If "Yes," answer lines 12b through 12d. If "No," go to line 13a. **Yes** **No**
- b** Name the foreign countries and regions within the countries in which you operate.
- c** Describe your operations in each country and region in which you operate.
- d** Describe how your operations in each country and region further your exempt purposes.
-
- 13a** Do you or will you make grants, loans, or other distributions to organization(s)? If "Yes," answer lines 13b through 13g. If "No," go to line 14a. **Yes** **No**
- b** Describe how your grants, loans, or other distributions to organizations further your exempt purposes.
- c** Do you have written contracts with each of these organizations? If "Yes," attach a copy of each contract. **Yes** **No**
- d** Identify each recipient organization and any relationship between you and the recipient organization.
- e** Describe the records you keep with respect to the grants, loans, or other distributions you make.
- f** Describe your selection process, including whether you do any of the following:
- (i) Do you require an application form? If "Yes," attach a copy of the form. **Yes** **No**
- (ii) Do you require a grant proposal? If "Yes," describe whether the grant proposal specifies your responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for periodic written reports concerning the use of grant funds, requires a final written report and an accounting of how grant funds were used, and acknowledges your authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused. **Yes** **No**
- g** Describe your procedures for oversight of distributions that assure you the resources are used to further your exempt purposes, including whether you require periodic and final reports on the use of resources.
-
- 14a** Do you or will you make grants, loans, or other distributions to foreign organizations? If "Yes," answer lines 14b through 14f. If "No," go to line 15. **Yes** **No**
- b** Provide the name of each foreign organization, the country and regions within a country in which each foreign organization operates, and describe any relationship you have with each foreign organization.
- c** Does any foreign organization listed in line 14b accept contributions earmarked for a specific country or specific organization? If "Yes," list all earmarked organizations or countries. **Yes** **No**
- d** Do your contributors know that you have ultimate authority to use contributions made to you at your discretion for purposes consistent with your exempt purposes? If "Yes," describe how you relay this information to contributors. **Yes** **No**
- e** Do you or will you make pre-grant inquiries about the recipient organization? If "Yes," describe these inquiries, including whether you inquire about the recipient's financial status, its tax-exempt status under the Internal Revenue Code, its ability to accomplish the purpose for which the resources are provided, and other relevant information. **Yes** **No**
- f** Do you or will you use any additional procedures to ensure that your distributions to foreign organizations are used in furtherance of your exempt purposes? If "Yes," describe these procedures, including site visits by your employees or compliance checks by impartial experts, to verify that grant funds are being used appropriately. **Yes** **No**

Part VII Your Specific Activities (Continued)

- | | | | |
|----|--|------------------------------|--|
| 15 | Do you have a close connection with any organizations? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 16 | Are you applying for exemption as a cooperative hospital service organization under section 501(e)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 17 | Are you applying for exemption as a cooperative service organization of operating educational organizations under section 501(f)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 18 | Are you applying for exemption as a charitable risk pool under section 501(n)? If "Yes," explain. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 19 | Do you or will you operate a school? If "Yes," complete Schedule B. Answer "Yes," whether you operate a school as your main function or as a secondary activity. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 20 | Is your main function to provide hospital or medical care? If "Yes," complete Schedule C. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 21 | Do you or will you provide low-income housing or housing for the elderly or handicapped? If "Yes," complete Schedule F. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 22 | Do you or will you provide scholarships, fellowships, educational loans, or other educational grants to individuals, including grants for travel, study, or other similar purposes? If "Yes," complete Schedule H. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Note: Private foundations may use Schedule H to request advance approval of individual grant procedures.

Part IX Financial Data

For purposes of this schedule, years in existence refer to completed tax years. If in existence 4 or more years, complete the schedule for the most recent 4 tax years. If in existence more than 1 year but less than 4 years, complete the statements for each year in existence and provide projections of your likely revenues and expenses based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. If in existence less than 1 year, provide projections of your likely revenues and expenses for the current year and the 2 following years, based on a reasonable and good faith estimate of your future finances for a total of 3 years of financial information. (See instructions.)

A. Statement of Revenues and Expenses

	Type of revenue or expense	3 prior tax years or 2 succeeding tax years				(e) Provide Total for (a) through (d)
		Current tax year				
		(a) From 06/09/09 To 06/30/09	(b) From 07/01/09 To 06/30/10	(c) From 07/01/10 To 06/30/11	(d) From 7/1/11 To 6/30/12	
Revenues	1 Gifts, grants, and contributions received (do not include unusual grants)	1,177	30,000	345,000	560,000	936,177.00
	2 Membership fees received					0.00
	3 Gross investment income					0.00
	4 Net unrelated business income					0.00
	5 Taxes levied for your benefit					0.00
	6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)					0.00
	7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)					0.00
	8 Total of lines 1 through 7	1,177.00	30,000.00	345,000.00	560,000.00	936,177.00
	9 Gross receipts from admissions, merchandise sold or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)					0.00
	10 Total of lines 8 and 9	1,177.00	30,000.00	345,000.00	560,000.00	936,177.00
	11 Net gain or loss on sale of capital assets (attach schedule and see instructions)					0.00
	12 Unusual grants					0.00
	13 Total Revenue Add lines 10 through 12	1,177.00	30,000.00	345,000.00	560,000.00	936,177.00
Expenses	14 Fundraising expenses					
	15 Contributions, gifts, grants, and similar amounts paid out (attach an itemized list)					
	16 Disbursements to or for the benefit of members (attach an itemized list)					
	17 Compensation of officers, directors, and trustees		10,300	123,050	160,500	
	18 Other salaries and wages		6,700	80,625	182,750	
	19 Interest expense					
	20 Occupancy (rent, utilities, etc.)		1,100	13,200	21,000	
	21 Depreciation and depletion					
	22 Professional fees		200	10,000	12,500	
	23 Any expense not otherwise classified, such as program services (attach itemized list)	1,177	9,100	108,000	174,000	
	24 Total Expenses Add lines 14 through 23	1,177.00	27,400.00	334,875.00	550,750.00	

Part IX Financial Data (Continued)

B. Balance Sheet (for your most recently completed tax year)

Year End: 12/31/09

Table with columns for line numbers (1-18), descriptions of assets and liabilities, and dollar amounts. Total Assets and Total Liabilities are both 0.

Part X Public Charity Status

Part X is designed to classify you as an organization that is either a private foundation or a public charity. Public charity status is a more favorable tax status than private foundation status.

- 1a Are you a private foundation? If "Yes," go to line 1b. If "No," go to line 5 and proceed as instructed.
b As a private foundation, section 508(e) requires special provisions in your organizing document in addition to those that apply to all organizations described in section 501(c)(3).
2 Are you a private operating foundation? To be a private operating foundation you must engage directly in the active conduct of charitable, religious, educational, and similar activities...
3 Have you existed for one or more years? If "Yes," attach financial information showing that you are a private operating foundation; go to the signature section of Part XI.
4 Have you attached either (1) an affidavit or opinion of counsel, (including a written affidavit or opinion from a certified public accountant or accounting firm with expertise regarding this tax law matter), that sets forth facts concerning your operations and support to demonstrate that you are likely to satisfy the requirements to be classified as a private operating foundation; or (2) a statement describing your proposed operations as a private operating foundation?
5 If you answered "No" to line 1a, indicate the type of public charity status you are requesting by checking one of the choices below. You may check only one box.
The organization is not a private foundation because it is:
a 509(a)(1) and 170(b)(1)(A)(i)—a church or a convention or association of churches. Complete and attach Schedule A.
b 509(a)(1) and 170(b)(1)(A)(ii)—a school. Complete and attach Schedule B.
c 509(a)(1) and 170(b)(1)(A)(iii)—a hospital, a cooperative hospital service organization, or a medical research organization operated in conjunction with a hospital. Complete and attach Schedule C.
d 509(a)(3)—an organization supporting either one or more organizations described in line 5a through c, f, g, or h or a publicly supported section 501(c)(4), (5), or (6) organization. Complete and attach Schedule D.

Part X Public Charity Status (Continued)

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public. SKIP
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an advance or a definitive ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling: By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, Extending the Tax Assessment Period, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling. SKIP

Consent Fixing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

DO NOT SIGN

(Signature of Officer, Director, Trustee, or other authorized official)

(Type or print name of signer)

(Date)

(Type or print title or authority of signer)

For IRS Use Only

IRS Director, Exempt Organizations

(Date)

- b Request for Definitive Ruling: Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii). DO NOT COMPLETE THIS SECTION

- (i) (a) Enter 2% of line 8, column (e) on Part IX-A. Statement of Revenues and Expenses. _____
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box.
- (b) For each year amounts are included on line 9 of Part IX-A. Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A. Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

- 7 Did you receive any unusual grants during any of the years shown on Part IX-A. Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

Part XI User Fee Information

You must include a user fee payment with this application. It will not be processed without your paid user fee. If your average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$750. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$300. See instructions for Part XI, for a definition of **gross receipts** over a 4-year period. Your check or money order must be made payable to the United States Treasury. *User fees are subject to change. Check our website at www.irs.gov and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.*

- 1 Have your annual gross receipts averaged or are they expected to average not more than \$10,000? Yes No
If "Yes," check the box on line 2 and enclose a user fee payment of \$300 (Subject to change—see above).
If "No," check the box on line 3 and enclose a user fee payment of \$750 (Subject to change—see above).
- 2 Check the box if you have enclosed the reduced user fee payment of \$300 (Subject to change).
- 3 Check the box if you have enclosed the user fee payment of \$750 (Subject to change).

I declare under the penalty of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined this application, including the accompanying schedules and attachments, and to the best of my knowledge it is true, correct, and complete.

Please Sign Here



(Signature of Officer, Director, Trustee, or other authorized official)

BRANDON MANN

(Type or print name of signer)

(Date)

CHAIRMAN

(Type or print title or authority of signer)

Reminder: Send the completed Form 1023 Checklist with your filled-in-application.

Form 1023 (Rev. 6-2006)

Schedule A. Churches

1a	Do you have a written creed, statement of faith, or summary of beliefs? If "Yes," attach copies of relevant documents.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have a form of worship? If "Yes," describe your form of worship.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2a	Do you have a formal code of doctrine and discipline? If "Yes," describe your code of doctrine and discipline.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have a distinct religious history? If "Yes," describe your religious history.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	Do you have a literature of your own? If "Yes," describe your literature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Describe the organization's religious hierarchy or ecclesiastical government.		
4a	Do you have regularly scheduled religious services? If "Yes," describe the nature of the services and provide representative copies of relevant literature such as church bulletins.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	What is the average attendance at your regularly scheduled religious services? _____		
5a	Do you have an established place of worship? If "Yes," refer to the instructions for the information required.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you own the property where you have an established place of worship?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Do you have an established congregation or other regular membership group? If "No," refer to the instructions.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	How many members do you have? _____		
8a	Do you have a process by which an individual becomes a member? If "Yes," describe the process and complete lines 8b-8d, below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	If you have members, do your members have voting rights, rights to participate in religious functions, or other rights? If "Yes," describe the rights your members have.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c	May your members be associated with another denomination or church?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d	Are all of your members part of the same family?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Do you conduct baptisms, weddings, funerals, etc.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Do you have a school for the religious instruction of the young?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11a	Do you have a minister or religious leader? If "Yes," describe this person's role and explain whether the minister or religious leader was ordained, commissioned, or licensed after a prescribed course of study.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b	Do you have schools for the preparation of your ordained ministers or religious leaders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12	Is your minister or religious leader also one of your officers, directors, or trustees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13	Do you ordain, commission, or license ministers or religious leaders? If "Yes," describe the requirements for ordination, commission, or licensure.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14	Are you part of a group of churches with similar beliefs and structures? If "Yes," explain. Include the name of the group of churches.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15	Do you issue church charters? If "Yes," describe the requirements for issuing a charter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16	Did you pay a fee for a church charter? If "Yes," attach a copy of the charter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17	Do you have other information you believe should be considered regarding your status as a church? If "Yes," explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Schedule B. Schools, Colleges, and Universities

If you operate a school as an activity, complete Schedule B

Section I Operational Information

1a Do you normally have a regularly scheduled curriculum, a regular faculty of qualified teachers, a regularly enrolled student body, and facilities where your educational activities are regularly carried on? If "No," do not complete the remainder of Schedule B. Yes No

b Is the primary function of your school the presentation of formal instruction? If "Yes," describe your school in terms of whether it is an elementary, secondary, college, technical, or other type of school. If "No," do not complete the remainder of Schedule B. Yes No

2a Are you a public school because you are operated by a state or subdivision of a state? If "Yes," explain how you are operated by a state or subdivision of a state. Do not complete the remainder of Schedule B. Yes No

b Are you a public school because you are operated wholly or predominantly from government funds or property? If "Yes," explain how you are operated wholly or predominantly from government funds or property. Submit a copy of your funding agreement regarding government funding. Do not complete the remainder of Schedule B. Yes No

3 In what public school district, county, and state are you located?

4 Were you formed or substantially expanded at the time of public school desegregation in the above school district or county? Yes No

5 Has a state or federal administrative agency or judicial body ever determined that you are racially discriminatory? If "Yes," explain. Yes No

6 Has your right to receive financial aid or assistance from a governmental agency ever been revoked or suspended? If "Yes," explain. Yes No

7 Do you or will you contract with another organization to develop, build, market, or finance your facilities? If "Yes," explain how that entity is selected, explain how the terms of any contracts or other agreements are negotiated at arm's length, and explain how you determine that you will pay no more than fair market value for services. Yes No

Note. Make sure your answer is consistent with the information provided in Part VIII, line 7a.

8 Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. Yes No

Note. Answer "Yes" if you manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.

Section II Establishment of Racially Nondiscriminatory Policy

Information required by Revenue Procedure 75-50.

1 Have you adopted a racially nondiscriminatory policy as to students in your organizing document, bylaws, or by resolution of your governing body? If "Yes," state where the policy can be found or supply a copy of the policy. If "No," you must adopt a nondiscriminatory policy as to students before submitting this application. See Publication 557. Yes No

2 Do your brochures, application forms, advertisements, and catalogues dealing with student admissions, programs, and scholarships contain a statement of your racially nondiscriminatory policy? Yes No

a If "Yes," attach a representative sample of each document.

b If "No," by checking the box to the right you agree that all future printed materials, including website content, will contain the required nondiscriminatory policy statement.

3 Have you published a notice of your nondiscriminatory policy in a newspaper of general circulation that serves all racial segments of the community? (See the instructions for specific requirements.) If "No," explain. Yes No

4 Does or will the organization (or any department or division within it) discriminate in any way on the basis of race with respect to admissions; use of facilities or exercise of student privileges; faculty or administrative staff; or scholarship or loan programs? If "Yes," for any of the above, explain fully. Yes No

Schedule B. Schools, Colleges, and Universities (Continued)

5 Complete the table below to show the racial composition for the current academic year and projected for the next academic year, of: (a) the student body, (b) the faculty, and (c) the administrative staff. Provide actual numbers rather than percentages for each racial category.

If you are not operational, submit an estimate based on the best information available (such as the racial composition of the community served).

Racial Category	(a) Student Body		(b) Faculty		(c) Administrative Staff	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total						

6 In the table below, provide the number and amount of loans and scholarships awarded to students enrolled by racial categories.

Racial Category	Number of Loans		Amount of Loans		Number of Scholarships		Amount of Scholarships	
	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year	Current Year	Next Year
Total								

7a Attach a list of your incorporators, founders, board members, and donors of land or buildings, whether individuals or organizations.

b Do any of these individuals or organizations have an objective to maintain segregated public or private school education? If "Yes," explain. Yes No

8 Will you maintain records according to the non-discrimination provisions contained in Revenue Procedure 75-50? If "No," explain. (See instructions.) Yes No

Schedule C. Hospitals and Medical Research Organizations

Check the box if you are a **hospital**. See the instructions for a definition of the term "hospital," which includes an organization whose principal purpose or function is providing **hospital or medical care**. Complete Section I below.

Check the box if you are a **medical research organization** operated in conjunction with a hospital. See the instructions for a definition of the term "medical research organization," which refers to an organization whose principal purpose or function is medical research and which is directly engaged in the continuous active conduct of medical research in conjunction with a hospital. Complete Section II.

Section I Hospitals

- 1a** Are all the doctors in the community eligible for staff privileges? If "No," give the reasons why and explain how the medical staff is selected. Yes No
- 2a** Do you or will you provide medical services to all individuals in your community who can pay for themselves or have private health insurance? If "No," explain. Yes No

b Do you or will you provide medical services to all individuals in your community who participate in Medicare? If "No," explain. Yes No

c Do you or will you provide medical services to all individuals in your community who participate in Medicaid? If "No," explain. Yes No
- 3a** Do you or will you require persons covered by Medicare or Medicaid to pay a deposit before receiving services? If "Yes," explain. Yes No

b Does the same deposit requirement, if any, apply to all other patients? If "No," explain. Yes No
- 4a** Do you or will you maintain a full-time emergency room? If "No," explain why you do not maintain a full-time emergency room. Also, describe any emergency services that you provide. Yes No

b Do you have a policy on providing emergency services to persons without apparent means to pay? If "Yes," provide a copy of the policy. Yes No

c Do you have any arrangements with police, fire, and voluntary ambulance services for the delivery or admission of emergency cases? If "Yes," describe the arrangements, including whether they are written or oral agreements. If written, submit copies of all such agreements. Yes No
- 5a** Do you provide for a portion of your services and facilities to be used for charity patients? If "Yes," answer 5b through 5e. Yes No

b Explain your policy regarding charity cases, including how you distinguish between charity care and bad debts. Submit a copy of your written policy.

c Provide data on your past experience in admitting charity patients, including amounts you expend for treating charity care patients and types of services you provide to charity care patients.

d Describe any arrangements you have with federal, state, or local governments or government agencies for paying for the cost of treating charity care patients. Submit copies of any written agreements.

e Do you provide services on a sliding fee schedule depending on financial ability to pay? If "Yes," submit your sliding fee schedule. Yes No
- 6a** Do you or will you carry on a formal program of medical training or medical research? If "Yes," describe such programs, including the type of programs offered, the scope of such programs, and affiliations with other hospitals or medical care providers with which you carry on the medical training or research programs. Yes No

b Do you or will you carry on a formal program of community education? If "Yes," describe such programs, including the type of programs offered, the scope of such programs, and affiliation with other hospitals or medical care providers with which you offer community education programs. Yes No
- 7** Do you or will you provide office space to physicians carrying on their own medical practices? If "Yes," describe the criteria for who may use the space, explain the means used to determine that you are paid at least fair market value, and submit representative lease agreements. Yes No
- 8** Is your board of directors comprised of a majority of individuals who are representative of the community you serve? Include a list of each board member's name and business, financial, or professional relationship with the hospital. Also, identify each board member who is representative of the community and describe how that individual is a community representative. Yes No
- 9** Do you participate in any joint ventures? If "Yes," state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all agreements. Yes No

Note. Make sure your answer is consistent with the information provided in Part VIII, line 8.

Schedule C. Hospitals and Medical Research Organizations (Continued)**Section I Hospitals (Continued)**

- 10** Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. Yes No
- Note.** Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.
- 11** Do you or will you offer recruitment incentives to physicians? If "Yes," describe your recruitment incentives and attach copies of all written recruitment incentive policies. Yes No
- 12** Do you or will you lease equipment, assets, or office space from physicians who have a financial or professional relationship with you? If "Yes," explain how you establish a fair market value for the lease. Yes No
- 13** Have you purchased medical practices, ambulatory surgery centers, or other business assets from physicians or other persons with whom you have a business relationship, aside from the purchase? If "Yes," submit a copy of each purchase and sales contract and describe how you arrived at fair market value, including copies of appraisals. Yes No
- 14** Have you adopted a **conflict of interest policy** consistent with the sample health care organization conflict of interest policy in Appendix A of the instructions? If "Yes," submit a copy of the policy and explain how the policy has been adopted, such as by resolution of your governing board. If "No," explain how you will avoid any conflicts of interest in your business dealings. Yes No

Section II Medical Research Organizations

- 1** Name the hospitals with which you have a relationship and describe the relationship. Attach copies of written agreements with each hospital that demonstrate continuing relationships between you and the hospital(s).
- 2** Attach a schedule describing your present and proposed activities for the direct conduct of medical research; describe the nature of the activities, and the amount of money that has been or will be spent in carrying them out.
- 3** Attach a schedule of assets showing their fair market value and the portion of your assets directly devoted to medical research.

Schedule D. Section 509(a)(3) Supporting Organizations

Section I Identifying Information About the Supported Organization(s)

1 State the names, addresses, and EINs of the supported organizations. If additional space is needed, attach a separate sheet.

Name	Address	EIN

2 Are all supported organizations listed in line 1 public charities under section 509(a)(1) or (2)? If "Yes," go to Section II. If "No," go to line 3. Yes No

3 Do the supported organizations have tax-exempt status under section 501(c)(4), 501(c)(5), or 501(c)(6)? Yes No

If "Yes," for each 501(c)(4), (5), or (6) organization supported, provide the following financial information:

- Part IX-A. Statement of Revenues and Expenses, lines 1-13 and
- Part X, lines 6b(ii)(a), 6b(ii)(b), and 7.

If "No," attach a statement describing how each organization you support is a public charity under section 509(a)(1) or (2).

Section II Relationship with Supported Organization(s)—Three Tests

To be classified as a supporting organization, an organization must meet one of three relationship tests:

Test 1: "Operated, supervised, or controlled by" one or more publicly supported organizations, or

Test 2: "Supervised or controlled in connection with" one or more publicly supported organizations, or

Test 3: "Operated in connection with" one or more publicly supported organizations.

1 Information to establish the "operated, supervised, or controlled by" relationship (Test 1)
Is a majority of your governing board or officers elected or appointed by the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," continue to line 2. Yes No

2 Information to establish the "supervised or controlled in connection with" relationship (Test 2)
Does a majority of your governing board consist of individuals who also serve on the governing board of the supported organization(s)? If "Yes," describe the process by which your governing board is appointed and elected; go to Section III. If "No," go to line 3. Yes No

3 Information to establish the "operated in connection with" responsiveness test (Test 3)
Are you a trust from which the named supported organization(s) can enforce and compel an accounting under state law? If "Yes," explain whether you advised the supported organization(s) in writing of these rights and provide a copy of the written communication documenting this; go to Section II, line 5. If "No," go to line 4a. Yes No

4 Information to establish the alternative "operated in connection with" responsiveness test (Test 3)
a Do the officers, directors, trustees, or members of the supported organization(s) elect or appoint one or more of your officers, directors, or trustees? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4b. Yes No

b Do one or more members of the governing body of the supported organization(s) also serve as your officers, directors, or trustees or hold other important offices with respect to you? If "Yes," explain and provide documentation; go to line 4d, below. If "No," go to line 4c. Yes No

c Do your officers, directors, or trustees maintain a close and continuous working relationship with the officers, directors, or trustees of the supported organization(s)? If "Yes," explain and provide documentation. Yes No

d Do the supported organization(s) have a significant voice in your investment policies, in the making and timing of grants, and in otherwise directing the use of your income or assets? If "Yes," explain and provide documentation. Yes No

e Describe and provide copies of written communications documenting how you made the supported organization(s) aware of your supporting activities.

Schedule D. Section 509(a)(3) Supporting Organizations (Continued)**Section II Relationship with Supported Organization(s)—Three Tests (Continued)**

- 5** Information to establish the "operated in connection with" integral part test (Test 3)
Do you conduct activities that would otherwise be carried out by the supported organization(s)? If "Yes," explain and go to Section III. If "No," continue to line 6a. Yes No
- 6** Information to establish the alternative "operated in connection with" integral part test (Test 3)
- a** Do you distribute at least 85% of your annual net income to the supported organization(s)? If "Yes," go to line 6b. (See instructions.) Yes No
- If "No," state the percentage of your income that you distribute to each supported organization. Also explain how you ensure that the supported organization(s) are attentive to your operations.
- b** How much do you contribute annually to each supported organization? Attach a schedule.
- c** What is the total annual revenue of each supported organization? If you need additional space, attach a list.
- d** Do you or the supported organization(s) earmark your funds for support of a particular program or activity? If "Yes," explain. Yes No
- 7a** Does your organizing document specify the supported organization(s) by name? If "Yes," state the article and paragraph number and go to Section III. If "No," answer line 7b. Yes No
- b** Attach a statement describing whether there has been an historic and continuing relationship between you and the supported organization(s).

Section III Organizational Test

- 1a** If you met relationship Test 1 or Test 2 in Section II, your organizing document must specify the supported organization(s) by name, or by naming a similar purpose or charitable class of beneficiaries. If your organizing document complies with this requirement, answer "Yes." If your organizing document does not comply with this requirement, answer "No," and see the instructions. Yes No
- b** If you met relationship Test 3 in Section II, your organizing document must generally specify the supported organization(s) by name. If your organizing document complies with this requirement, answer "Yes," and go to Section IV. If your organizing document does not comply with this requirement, answer "No," and see the instructions. Yes No

Section IV Disqualified Person Test

You do not qualify as a supporting organization if you are **controlled** directly or indirectly by one or more **disqualified persons** (as defined in section 4946) other than **foundation managers** or one or more organizations that you support. Foundation managers who are also disqualified persons for another reason are disqualified persons with respect to you.

- 1a** Do any persons who are disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If "Yes," (1) describe the process by which disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons and the foundation managers they appoint, and (3) explain how control is vested over your operations (including assets and activities) by persons other than disqualified persons. Yes No
- b** Do any persons who have a family or business relationship with any disqualified persons with respect to you, (except individuals who are disqualified persons only because they are foundation managers), appoint any of your foundation managers? If "Yes," (1) describe the process by which individuals with a family or business relationship with disqualified persons appoint any of your foundation managers, (2) provide the names of these disqualified persons, the individuals with a family or business relationship with disqualified persons, and the foundation managers appointed, and (3) explain how control is vested over your operations (including assets and activities) in individuals other than disqualified persons. Yes No
- c** Do any persons who are disqualified persons, (except individuals who are disqualified persons only because they are foundation managers), have any influence regarding your operations, including your assets or activities? If "Yes," (1) provide the names of these disqualified persons, (2) explain how influence is exerted over your operations (including assets and activities), and (3) explain how control is vested over your operations (including assets and activities) by individuals other than disqualified persons. Yes No

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation

Schedule E is intended to determine whether you are eligible for tax exemption under section 501(c)(3) from the postmark date of your application or from your date of incorporation or formation, whichever is earlier. If you are not eligible for tax exemption under section 501(c)(3) from your date of incorporation or formation, Schedule E is also intended to determine whether you are eligible for tax exemption under section 501(c)(4) for the period between your date of incorporation or formation and the postmark date of your application.

- 1** Are you a church, association of churches, or integrated auxiliary of a church? If "Yes," complete Schedule A and stop here. Do not complete the remainder of Schedule E. Yes No
-
- 2a** Are you a public charity with annual **gross receipts** that are normally \$5,000 or less? If "Yes," stop here. Answer "No" if you are a private foundation, regardless of your gross receipts. Yes No
- b** If your gross receipts were normally more than \$5,000, are you filing this application within 90 days from the end of the tax year in which your gross receipts were normally more than \$5,000? If "Yes," stop here. Yes No
-
- 3a** Were you included as a subordinate in a group exemption application or letter? If "No," go to line 4. Yes No
- b** If you were included as a subordinate in a group exemption letter, are you filing this application within 27 months from the date you were notified by the organization holding the group exemption letter or the Internal Revenue Service that you cease to be covered by the group exemption letter? If "Yes," stop here. Yes No
- c** If you were included as a subordinate in a timely filed group exemption request that was denied, are you filing this application within 27 months from the postmark date of the Internal Revenue Service final adverse ruling letter? If "Yes," stop here. Yes No
-
- 4** Were you created on or before October 9, 1969? If "Yes," stop here. Do not complete the remainder of this schedule. Yes No
-
- 5** If you answered "No" to lines 1 through 4, we cannot recognize you as tax exempt from your date of formation unless you qualify for an extension of time to apply for exemption. Do you wish to request an extension of time to apply to be recognized as exempt from the date you were formed? If "Yes," attach a statement explaining why you did not file this application within the 27-month period. Do not answer lines 6, 7, or 8. If "No," go to line 6a. Yes No
-
- 6a** If you answered "No" to line 5, you can only be exempt under section 501(c)(3) from the postmark date of this application. Therefore, do you want us to treat this application as a request for tax exemption from the postmark date? If "Yes," you are eligible for an advance ruling. Complete Part X, line 6a. If "No," you will be treated as a private foundation. Yes No
- Note.** Be sure your ruling eligibility agrees with your answer to Part X, line 6.
- b** Do you anticipate significant changes in your sources of support in the future? If "Yes," complete line 7 below. Yes No

Schedule E. Organizations Not Filing Form 1023 Within 27 Months of Formation (Continued)

7 Complete this item only if you answered "Yes" to line 6b. Include projected revenue for the first two full years following the current tax year.

Type of Revenue	Projected revenue for 2 years following current tax year		
	(a) From _____ To _____	(b) From _____ To _____	(c) Total
1 Gifts, grants, and contributions received (do not include unusual grants)			
2 Membership fees received			
3 Gross investment income			
4 Net unrelated business income			
5 Taxes levied for your benefit			
6 Value of services or facilities furnished by a governmental unit without charge (not including the value of services generally furnished to the public without charge)			
7 Any revenue not otherwise listed above or in lines 9-12 below (attach an itemized list)			
8 Total of lines 1 through 7			
9 Gross receipts from admissions, merchandise sold, or services performed, or furnishing of facilities in any activity that is related to your exempt purposes (attach itemized list)			
10 Total of lines 8 and 9			
11 Net gain or loss on sale of capital assets (attach an itemized list)			
12 Unusual grants			
13 Total revenue. Add lines 10 through 12			

8 According to your answers, you are only eligible for tax exemption under section 501(c)(3) from the postmark date of your application. However, you may be eligible for tax exemption under section 501(c)(4) from your date of formation to the postmark date of the Form 1023. Tax exemption under section 501(c)(4) allows exemption from federal income tax, but generally not deductibility of contributions under Code section 170. Check the box at right if you want us to treat this as a request for exemption under 501(c)(4) from your date of formation to the postmark date. ▶

Attach a completed Page 1 of Form 1024, Application for Recognition of Exemption Under Section 501(a), to this application.

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing

Section I General Information About Your Housing

1 Describe the type of housing you provide.

2 Provide copies of any application forms you use for admission.

3 Explain how the public is made aware of your facility.

4a Provide a description of each facility.

b What is the total number of residents each facility can accommodate?

c What is your current number of residents in each facility?

d Describe each facility in terms of whether residents rent or purchase housing from you.

5 Attach a sample copy of your residency or homeownership contract or agreement.

6 Do you participate in any joint ventures? If "Yes," state your ownership percentage in each joint venture, list your investment in each joint venture, describe the tax status of other participants in each joint venture (including whether they are section 501(c)(3) organizations), describe the activities of each joint venture, describe how you exercise control over the activities of each joint venture, and describe how each joint venture furthers your exempt purposes. Also, submit copies of all joint venture agreements. Yes No

Note. Make sure your answer is consistent with the information provided in Part VIII, line 8.

7 Do you or will you contract with another organization to develop, build, market, or finance your housing? If "Yes," explain how that entity is selected, explain how the terms of any contract(s) are negotiated at arm's length, and explain how you determine you will pay no more than fair market value for services. Yes No

Note. Make sure your answer is consistent with the information provided in Part VIII, line 7a.

8 Do you or will you manage your activities or facilities through your own employees or volunteers? If "No," attach a statement describing the activities that will be managed by others, the names of the persons or organizations that manage or will manage your activities or facilities, and how these managers were or will be selected. Also, submit copies of any contracts, proposed contracts, or other agreements regarding the provision of management services for your activities or facilities. Explain how the terms of any contracts or other agreements were or will be negotiated, and explain how you determine you will pay no more than fair market value for services. Yes No

Note. Answer "Yes" if you do manage or intend to manage your programs through your own employees or by using volunteers. Answer "No" if you engage or intend to engage a separate organization or independent contractor. Make sure your answer is consistent with the information provided in Part VIII, line 7b.

9 Do you participate in any government housing programs? If "Yes," describe these programs. Yes No

10a Do you own the facility? If "No," describe any enforceable rights you possess to purchase the facility in the future; go to line 10c. If "Yes," answer line 10b. Yes No

b How did you acquire the facility? For example, did you develop it yourself, purchase a project, etc. Attach all contracts, transfer agreements, or other documents connected with the acquisition of the facility.

c Do you lease the facility or the land on which it is located? If "Yes," describe the parties to the lease(s) and provide copies of all leases. Yes No

Schedule F. Homes for the Elderly or Handicapped and Low-Income Housing (Continued)**Section II Homes for the Elderly or Handicapped**

- 1a Do you provide housing for the elderly? If "Yes," describe who qualifies for your housing in terms of age, infirmity, or other criteria and explain how you select persons for your housing. Yes No
- b Do you provide housing for the handicapped? If "Yes," describe who qualifies for your housing in terms of disability, income levels, or other criteria and explain how you select persons for your housing. Yes No
- 2a Do you charge an entrance or founder's fee? If "Yes," describe what this charge covers, whether it is a one-time fee, how the fee is determined, whether it is payable in a lump sum or on an installment basis, whether it is refundable, and the circumstances, if any, under which it may be waived. Yes No
- b Do you charge periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. Yes No
- c Is your housing affordable to a significant segment of the elderly or handicapped persons in the community? Identify your community. Also, if "Yes," explain how you determine your housing is affordable. Yes No
- 3a Do you have an established policy concerning residents who become unable to pay their regular charges? If "Yes," describe your established policy. Yes No
- b Do you have any arrangements with government welfare agencies or others to absorb all or part of the cost of maintaining residents who become unable to pay their regular charges? If "Yes," describe these arrangements. Yes No
- 4 Do you have arrangements for the healthcare needs of your residents? If "Yes," describe these arrangements. Yes No
- 5 Are your facilities designed to meet the physical, emotional, recreational, social, religious, and/or other similar needs of the elderly or handicapped? If "Yes," describe these design features. Yes No

Section III Low-Income Housing

- 1 Do you provide low-income housing? If "Yes," describe who qualifies for your housing in terms of income levels or other criteria, and describe how you select persons for your housing. Yes No
- 2 In addition to rent or mortgage payments, do residents pay periodic fees or maintenance charges? If "Yes," describe what these charges cover and how they are determined. Yes No
- 3a Is your housing affordable to low income residents? If "Yes," describe how your housing is made affordable to low-income residents. Yes No
Note. Revenue Procedure 96-32, 1996-1 C.B. 717, provides guidelines for providing low-income housing that will be treated as charitable. (At least 75% of the units are occupied by low-income tenants or 40% are occupied by tenants earning not more than 120% of the very low-income levels for the area.)
- b Do you impose any restrictions to make sure that your housing remains affordable to low-income residents? If "Yes," describe these restrictions. Yes No
- 4 Do you provide social services to residents? If "Yes," describe these services. Yes No

Schedule G. Successors to Other Organizations

1a Are you a **successor to a for-profit organization**? If "Yes," explain the relationship with the predecessor organization that resulted in your creation and complete line 1b. Yes No

b Explain why you took over the activities or assets of a for-profit organization or converted from for-profit to nonprofit status.

2a Are you a successor to an organization other than a for-profit organization? Answer "Yes" if you have taken or will take over the activities of another organization; or you have taken or will take over 25% or more of the fair market value of the net assets of another organization. If "Yes," explain the relationship with the other organization that resulted in your creation. Yes No

b Provide the tax status of the predecessor organization.

c Did you or did an organization to which you are a successor previously apply for tax exemption under section 501(c)(3) or any other section of the Code? If "Yes," explain how the application was resolved. Yes No

d Was your prior tax exemption or the tax exemption of an organization to which you are a successor revoked or suspended? If "Yes," explain. Include a description of the corrections you made to re-establish tax exemption. Yes No

e Explain why you took over the activities or assets of another organization.

3 Provide the name, last address, and EIN of the predecessor organization and describe its activities.

Name: _____ **EIN:** _____

Address: _____

4 List the owners, partners, principal stockholders, officers, and governing board members of the predecessor organization. Attach a separate sheet if additional space is needed.

Name	Address	Share/Interest (If a for-profit)
-----	-----	
-----	-----	
-----	-----	
-----	-----	
-----	-----	

5 Do or will any of the persons listed in line 4, maintain a working relationship with you? If "Yes," describe the relationship in detail and include copies of any agreements with any of these persons or with any for-profit organizations in which these persons own more than a 35% interest. Yes No

6a Were any assets transferred, whether by gift or sale, from the predecessor organization to you? If "Yes," provide a list of assets, indicate the value of each asset, explain how the value was determined, and attach an appraisal, if available. For each asset listed, also explain if the transfer was by gift, sale, or combination thereof. Yes No

b Were any restrictions placed on the use or sale of the assets? If "Yes," explain the restrictions. Yes No

c Provide a copy of the agreement(s) of sale or transfer.

7 Were any debts or liabilities transferred from the predecessor for-profit organization to you? If "Yes," provide a list of the debts or liabilities that were transferred to you, indicating the amount of each, how the amount was determined, and the name of the person to whom the debt or liability is owed. Yes No

8 Will you lease or rent any property or equipment previously owned or used by the predecessor for-profit organization, or from persons listed in line 4, or from for-profit organizations in which these persons own more than a 35% interest? If "Yes," submit a copy of the lease or rental agreement(s). Indicate how the lease or rental value of the property or equipment was determined. Yes No

9 Will you lease or rent property or equipment to persons listed in line 4, or to for-profit organizations in which these persons own more than a 35% interest? If "Yes," attach a list of the property or equipment, provide a copy of the lease or rental agreement(s), and indicate how the lease or rental value of the property or equipment was determined. Yes No

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures**Section I** *Names of individual recipients are not required to be listed in Schedule H.*

Public charities and private foundations complete lines 1a through 7 of this section. See the instructions to Part X if you are not sure whether you are a public charity or a private foundation.

- 1a Describe the types of educational grants you provide to individuals, such as scholarships, fellowships, loans, etc.
- b Describe the purpose and amount of your scholarships, fellowships, and other educational grants and loans that you award.
- c If you award educational loans, explain the terms of the loans (interest rate, length, forgiveness, etc.).
- d Specify how your program is publicized.
- e Provide copies of any solicitation or announcement materials.
- f Provide a sample copy of the application used.
- 2 Do you maintain case histories showing recipients of your scholarships, fellowships, educational loans, or other educational grants, including names, addresses, purposes of awards, amount of each grant, manner of selection, and relationship (if any) to officers, trustees, or donors of funds to you? If "No," refer to the instructions. Yes No
- 3 Describe the specific criteria you use to determine who is eligible for your program. (For example, eligibility selection criteria could consist of graduating high school students from a particular high school who will attend college, writers of scholarly works about American history, etc.)
- 4a Describe the specific criteria you use to select recipients. (For example, specific selection criteria could consist of prior academic performance, financial need, etc.)
- b Describe how you determine the number of grants that will be made annually.
- c Describe how you determine the amount of each of your grants.
- d Describe any requirement or condition that you impose on recipients to obtain, maintain, or qualify for renewal of a grant. (For example, specific requirements or conditions could consist of attendance at a four-year college, maintaining a certain grade point average, teaching in public school after graduation from college, etc.)
- 5 Describe your procedures for supervising the scholarships, fellowships, educational loans, or other educational grants. Describe whether you obtain reports and grade transcripts from recipients, or you pay grants directly to a school under an arrangement whereby the school will apply the grant funds only for enrolled students who are in good standing. Also, describe your procedures for taking action if the terms of the award are violated.
- 6 Who is on the selection committee for the awards made under your program, including names of current committee members, criteria for committee membership, and the method of replacing committee members?
- 7 Are relatives of members of the selection committee, or of your officers, directors, or **substantial contributors** eligible for awards made under your program? If "Yes," what measures are taken to ensure unbiased selections? Yes No
- Note.** If you are a private foundation, you are not permitted to provide educational grants to **disqualified persons**. Disqualified persons include your substantial contributors and foundation managers and certain family members of disqualified persons.

Section II **Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section.**

- 1a If we determine that you are a private foundation, do you want this application to be considered as a request for advance approval of grant making procedures? Yes No N/A
- b For which section(s) do you wish to be considered?
- 4945(g)(1)—Scholarship or fellowship grant to an individual for study at an educational institution
 - 4945(g)(3)—Other grants, including loans, to an individual for travel, study, or other similar purposes, to enhance a particular skill of the grantee or to produce a specific product
- 2 Do you represent that you will (1) arrange to receive and review grantee reports annually and upon completion of the purpose for which the grant was awarded, (2) investigate diversions of funds from their intended purposes, and (3) take all reasonable and appropriate steps to recover diverted funds, ensure other grant funds held by a grantee are used for their intended purposes, and withhold further payments to grantees until you obtain grantees' assurances that future diversions will not occur and that grantees will take extraordinary precautions to prevent future diversions from occurring? Yes No
- 3 Do you represent that you will maintain all records relating to individual grants, including information obtained to evaluate grantees, identify whether a grantee is a disqualified person, establish the amount and purpose of each grant, and establish that you undertook the supervision and investigation of grants described in line 2? Yes No

Schedule H. Organizations Providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures (Continued)

Section II Private foundations complete lines 1a through 4f of this section. Public charities do not complete this section. (Continued)

- 4a Do you or will you award scholarships, fellowships, and educational loans to attend an educational institution based on the status of an individual being an *employee of a particular employer*? If "Yes," complete lines 4b through 4f. Yes No

- b Will you comply with the seven conditions and either the percentage tests or facts and circumstances test for scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772, which apply to inducement, selection committee, eligibility requirements, objective basis of selection, employment, course of study, and other objectives? (See lines 4c, 4d, and 4e, regarding the percentage tests.) Yes No

- c Do you or will you provide scholarships, fellowships, or educational loans to attend an educational institution to employees of a particular employer? Yes No N/A
 If "Yes," will you award grants to 10% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? Yes No

- d Do you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer? Yes No N/A
 If "Yes," will you award grants to 25% or fewer of the eligible applicants who were actually considered by the selection committee in selecting recipients of grants in that year as provided by Revenue Procedures 76-47 and 80-39? If "No," go to line 4e. Yes No

- e If you provide scholarships, fellowships, or educational loans to attend an educational institution to children of employees of a particular employer, will you award grants to 10% or fewer of the number of employees' children who can be shown to be eligible for grants (whether or not they submitted an application) in that year, as provided by Revenue Procedures 76-47 and 80-39? Yes No N/A

If "Yes," describe how you will determine who can be shown to be eligible for grants without submitting an application, such as by obtaining written statements or other information about the expectations of employees' children to attend an educational institution. If "No," go to line 4f.

Note. Statistical or sampling techniques are not acceptable. See Revenue Procedure 85-51, 1985-2 C.B. 717, for additional information.

- f If you provide scholarships, fellowships, or educational loans to attend an educational institution to *children of employees of a particular employer* without regard to either the 25% limitation described in line 4d, or the 10% limitation described in line 4e, will you award grants based on facts and circumstances that demonstrate that the grants will not be considered compensation for past, present, or future services or otherwise provide a significant benefit to the particular employer? If "Yes," describe the facts and circumstances that you believe will demonstrate that the grants are neither compensatory nor a significant benefit to the particular employer. In your explanation, describe why you cannot satisfy either the 25% test described in line 4d or the 10% test described in line 4e. Yes No

Ministries at Work, Inc.
Summary of Exhibits

- Exhibit 1 Articles of Incorporation
- Exhibit 2 By-laws
- Exhibit 3 Narrative Descriptions of Activities
- Exhibit 4 Brochures supporting narrative descriptions of activities
- Exhibit 5 Part V Lines 1a-1c - Compensation exhibit
- Exhibit 6 Part V Line 2a - relationship of officers, directors or trustees
- Exhibit 7 Part V Line 3a - board names, qualifications, average hours worked and duties
- Exhibit 8 Part V Line 5a - conflict of interest policy
- Exhibit 9 Part VI Lines 1a and 2b - Members and others who will receive services
- Exhibit 10 Part VIII Line 4a - description of each fundraising program
- Exhibit 11 Part VIII Line 11 - statement on the acceptance of contributions of real property and other items
- Exhibit 12 Part X Line 7 - statement about unusual grants
- Exhibit 13 Part VIII Line 10 - intellectual property
- Exhibit 14 Part IX - financial data; other expenses
- Exhibit 15 Part V Line 9 - lease agreement
- Exhibit 16 Part V Line 6a - non-fixed payments

Ministries at Work, Inc.
EIN 27-0392335
Exhibit 1

Articles of Incorporation

File Number: N00974255 Date Filed: 06/09/2009 Robin Carnahan Secretary of State

ARTICLES OF INCORPORATION

OF

MINISTRIES AT WORK

A NONPROFIT CORPORATION

I, the undersigned, being a natural person of the age of eighteen (18) years or more and a citizen of the United States, for the purpose of forming a corporation under the "Missouri Nonprofit Corporation Act" of the State of Missouri do hereby adopt the following Articles of Incorporation:

ARTICLE I

NAME

The name of the Corporation is:

MINISTRIES AT WORK, INC.

ARTICLE II

PUBLIC BENEFIT CORPORATION

The Corporation is a public benefit corporation.

ARTICLE III

DURATION

The period of duration of the Corporation is perpetual.

ARTICLE IV

REGISTERED OFFICE AND AGENT

The address of the Corporation's initial registered office in the State of Missouri is: 400 South Woods Mill Road, Suite 250, Chesterfield, MO 63017, and the name of its initial Registered Agent at said address is: Robert L. Striler.

ARTICLE V

BOARD OF DIRECTORS

The Corporation shall have no members, but in lieu thereof shall have a self-perpetuating

State of Missouri
Creation - General Business - Domestic 4 Page(s)



1091481/536

Board of Directors. All powers of management, direction and control of the Corporation shall be vested in the Board of Directors. The number of directors to constitute the first Board of Directors is two (2). The number of directors to constitute all subsequent Boards of Directors shall be fixed by, or in the manner provided in, the Corporation's Bylaws, provided in no event shall such number be less than two (2).

In addition to all other duties it may have, the Board of Directors shall have the power to make, alter, amend or repeal the Bylaws of the Corporation.

The names and mailing addresses of the persons who are to serve as initial directors until their successor are elected and qualified are as follows:

<u>Name</u>	<u>Address</u>
Brandon Mann	1076 Nooning Tree Drive Chesterfield, MO 63017
Lisa Mann	1076 Nooning Tree Drive Chesterfield, MO 63017

ARTICLE VI

PURPOSE

The primary purpose of the Corporation is to engage in Christian-based public educational activities to enable and teach its participants and attendees to effectively and successfully implement and integrate their Christian beliefs and education into their careers and their everyday business practices.

This Corporation is organized exclusively for charitable, religious and educational purposes. The terms "charitable," "religious," and "educational" shall each have the same meanings herein that they have in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future federal internal revenue laws then in effect.

ARTICLE VII

NOT FOR PROFIT

The Corporation is not organized for pecuniary profit, and it shall not have any power to issue certificates of stock or to declare dividends. No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to Directors or Officers of the Corporation, or other private persons, except that the Corporation shall be authorized and empowered to pay

reasonable compensation for services actually rendered to or for the benefit of the Corporation.

ARTICLE VIII

LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE IX

OPERATIONAL LIMITATIONS

Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on:

(a) by a corporation exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or

(b) by a corporation contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended,

Or any corresponding sections of any future federal tax code.

ARTICLE X

NOT A PRIVATE FOUNDATION

Any powers granted by the provisions of these Articles of Incorporation to the contrary notwithstanding, this Corporation:

(a) Shall distribute its income for each tax year at such time and in such manner so that it will not become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986, as amended;

(b) Shall not engage in any act of self-dealing, as defined in Section 4941(d) of the Internal Revenue Code of 1986, as amended;

(c) Shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1986, as amended;

(d) Shall not make any investments in a manner that would subject it to tax under Section 4944 of the Internal Revenue Code of 1986, as amended;

(e) Shall not make any taxable expenditure as defined in Section 4945(d) of the Internal Revenue Code of 1986, as amended.

ARTICLE XI

DISSOLUTION

If, at any time, the Corporation shall cease to carry out the purposes as herein set forth, all assets held by it, whether in trust or otherwise, shall, after payment of its liabilities, be paid over, strictly in accordance with Sections 355.661 through 355.746 of the Missouri Nonprofit Corporation Act, to an organization which itself has similar purposes and analogous activities, and which has established tax exempt status under the Internal Revenue Code of 1986, as amended.

ARTICLE XII


INCORPORATOR

The name and address of the incorporator is S. Roger Denny, II, and 400 South Woods Mill Road, Suite 250, Chesterfield, MO 63017.

These Articles of Incorporation have been executed by the undersigned incorporator as of this 15th day of May, 2009 and shall be effective as of the date filed with the Missouri Secretary of State.

In Affirmation thereof, the facts stated above are true and correct:

(The undersigned understands that false statements made in this filing are subject to penalties under Section 575.040, RSMo.)



S. Roger Denny, II, Incorporator

State of Missouri



Robin Carnahan
Secretary of State

CERTIFICATE OF INCORPORATION MISSOURI NONPROFIT

WHEREAS, Articles of Incorporation of

MINISTRIES AT WORK, INC.
N00974255

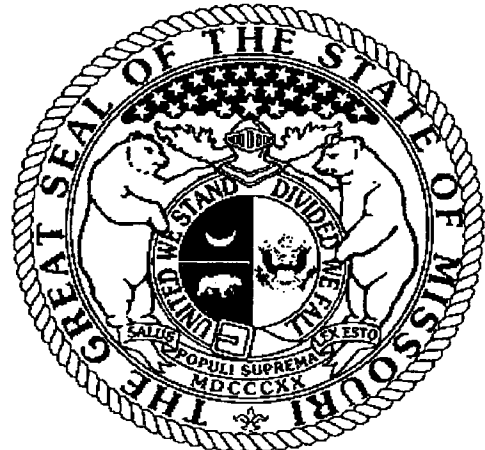
have been received and filed in the Office of the Secretary of State, which Articles, in all respects, comply with the requirements of Missouri Nonprofit Corporation Law;

NOW, THEREFORE, I, ROBIN CARNAHAN, Secretary of the State of Missouri do by virtue of the authority vested in me by law, do hereby certify and declare this entity a body corporate, duly organized this date and that it is entitled to all rights and privileges granted corporations organized under the Missouri Nonprofit Corporation Law.

IN TESTIMONY WHEREOF, I hereunto
set my hand and cause to be affixed the
GREAT SEAL of the State of Missouri.
Done at the City of Jefferson, this
9th day of June, 2009.

Robin Carnahan

Secretary of State



Ministries at Work, Inc.
EIN 27-0392335
Exhibit 2

By-Laws

**BYLAWS
OF
MINISTRIES AT WORK, INC.**

A Missouri Nonprofit Corporation

**ARTICLE I.
OFFICES**

Section 1.01 Registered Office and Registered Agent. The initial registered office and the initial registered agent of the Corporation in the State of Missouri shall be as provided in the Articles of Incorporation. The location of any subsequent registered office and the name of any subsequent registered agent of the Corporation in the State of Missouri shall be such as shall be determined from time to time by the Board of Directors and on file in the appropriate office of the State of Missouri pursuant to applicable provisions of law.

Section 1.02 Corporate Office. The Corporation's principal office shall be fixed and located in the County of Saint Louis, State of Missouri as the Board of Directors ("Board") shall determine. The Board is granted full power and authority to change the principal office from one location to another within the County of Saint Louis, State of Missouri.

**ARTICLE II.
PURPOSE**

Section 2.01 Purpose. The Corporation is organized exclusively for charitable, religious and educational purposes within the meaning Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding provisions of any future Federal income tax code. More particularly, the Corporation has been organized to engage in Christian-based public educational activities which enable and teach its participants and attendees to effectively and successfully implement and integrate their Christian beliefs and education into their respective careers and every day business practices.

Section 2.02 Prohibited Activities. Notwithstanding any other provision of these Bylaws to the contrary, the Corporation shall not carry on any activities not permitted of:

- (a) a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future Federal income tax code, or
- (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, or the corresponding provisions of any future Federal income tax code.

**ARTICLE III.
NO MEMBERS**

Section 3.01 No Members. The Corporation shall have no members. Any action which would otherwise by law require approval by a majority of all members or approval by the members, shall require

only approval of the Board of Directors. All rights, which would otherwise by law vest in the members, shall vest in the Board of Directors.

Section 3.02 Associates. Nothing in this Article III shall be construed to limit the Corporation's right to refer to persons associated with it as "associates" or "members" even though such persons are not members, and no such reference by the Corporation shall render anyone a member within the meaning of Section 355.066(21) of the Missouri Nonprofit Corporation Act. Such individuals may originate and take part in the discussion of any subject that may properly come before any meeting of the Board, but may not vote.

ARTICLE IV. **BOARD OF DIRECTORS**

Section 4.01 Board of Directors. The members of the initial Board of Directors of the Corporation (sometimes collectively referred to as the "Board" and individually referred to as a "Director") shall be those individuals set forth in the Articles of Incorporation and shall serve until their respective successors are elected and qualified. Thereafter, the Board of Directors of the Corporation shall be composed of no less than three (3) and no more than six (6) individuals. Notwithstanding any provision contained in the Articles of Incorporation or these Bylaws, the Board of Directors shall be self-perpetuating; any ambiguity in the Articles of Incorporation, these Bylaws or law shall be construed so as to facilitate the continuity of the Corporation's Board of Directors and not leave the Corporation without any Directors.

Section 4.02 Powers of the Board of Directors. The function of the Board can generally be described as policy-making, advising and evaluating. The Board shall have the full power and duty to manage and oversee the operation of the Corporation's business and to pledge the credit, assets and property of the Corporation when necessary to facilitate the efficient operation thereof.

Section 4.03 Election and Term of Office.

- (a) During the initial year of operation, the Board shall be comprised of the Directors listed in the Articles of Incorporation and any other Directors elected by the then current Board or appointed in accordance with the provisions of Section 4.03(b).
- (b) After the initial year of operation, Directors will be elected by the then-current Board of Directors at its Annual Meeting each year.
- (c) Except as otherwise provided with regards to the initial Directors, as set forth below, Directors shall be elected or appointed to a three (3) year term of office. Terms shall be staggered so that less than half of the seats will be up for election each year. At the time of his or her election, each Director shall be assigned to Class A, Class B, or Class C, and an effort shall be made to keep each class of Directors of approximately equal size:
 - (i) Directors in Class A shall have their term expire in 2013 (and every three years thereafter). The initial Class A Director shall be Brandon Mann. Notwithstanding anything in these Bylaws to the contrary, the Chief Executive Officer of the Corporation shall, at all times, be assigned and appointed as a Director in Class A.

- (ii) Directors in Class B shall have their term expire in 2012 (and every three years thereafter). The initial Class B Director shall be Lisa Mann.
- (iii) Directors in Class C shall have their term expire in 2011 (and every three years thereafter). The initial Class C Director shall be elected and qualified at the first Annual Meeting of the Board of Directors.

Section 4.04 Resignation of Directors. Subject to the provisions of Section 355.341 of the Missouri Nonprofit Corporation Act, any Director may resign effective upon giving written notice to the Chairman of the Board, unless the notice specifies a later effective time. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

Section 4.05 Removal of Directors. Subject to the provisions of Section 355.346 of the Missouri Nonprofit Corporation Act, a Director may be removed with or without cause by a majority of the Directors then in office.

Section 4.06 Vacancies. In the event of the death, resignation or removal of a Director, a replacement Director for the remainder of such Director's term shall be elected by the Board of Directors at a Special Meeting of the Board called specifically for that purpose.

- (a) A Board vacancy or vacancies shall be deemed to exist if any Director dies, resigns, or is removed, or if the authorized number of Directors is increased.
- (b) The Board may declare vacant the office of any director who has been convicted of a felony, or for which it believes grounds for removal exist under the provisions of Section 355.356 of the Missouri Nonprofit Corporation Act or to be of unsound mind, as determined by any court of competent jurisdiction, or has failed to attend four (4) or more consecutive meetings of the Board of Directors.
- (c) Removal of a Director for one or more of the reasons listed in Section 4.06(b) above may be initiated by any member of the Board. The Board shall hold a Special Meeting within ten (10) days of receiving such a request or petition. Such meeting shall be conducted with regard for the reasonable due process rights of all parties and whatever action taken by the Board shall be final, binding and not subject to appeal.
- (d) A vacancy on the Board may be filled by a majority vote of the remaining Directors, although less than a quorum. Each Director so elected shall hold office until the next Annual Meeting of the Corporation.
- (e) No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

Section 4.07 Employees on Board. Nothing in these Bylaws shall prohibit any member of the Board of Directors also being a paid employee of the Corporation. However, during the period that any person is serving on the Board of Directors and is also a paid employee of the Corporation, such person shall be only an ex officio member of the Board and shall not have the power to vote on any matters coming before the Board for approval. Notwithstanding the foregoing, the Chief Executive Officer of the

Corporation serving as a Class A director, shall retain the ability to vote on matters coming before the Board for approval.

Section 4.08 Compensation of Directors. Directors shall not receive any compensation for their services; however, the Board may approve the reimbursement of a Director's actual and necessary expenses incurred in the conduct of the Corporation's business.

Section 4.09 Voting. Voting by the Board shall be in person and no proxy voting on the Board may occur. Tie votes will be broken by the Chairman of the Board.

Section 4.10 Action by Consent of Directors. Any action which is required to be or may be taken at a meeting of the Board of Directors may be taken without a meeting if consents in writing, setting forth the action so taken, are signed by all of the Directors. The consents shall have the same force and effect as a unanimous vote at a meeting held, and may be stated as such in any certificate or document filed under the Missouri Nonprofit Corporation Act. The Secretary shall file the consents with the minutes of the meetings of the Board of Directors.

Section 4.11 Committees. The Board of Directors by resolution adopted by a majority of the full Board of Directors may designate two or more Directors to constitute a committee. Each such committee, to the extent of the authority provided in such resolution, shall have and exercise all of the authority of the Board of Directors in the management of the Corporation with respect to the usual and ordinary decisions in the conduct of the business of the Corporation. Unless the Board of Directors otherwise provides, each such committee may make, alter and repeal rules for the conduct of its business, provided however, each committee shall conduct its business in the same manner as the Board of Directors conducts its business pursuant to this Article IV of these Bylaws. Each committee shall keep records of its proceedings and shall report the same to the Board of Directors at its next Quarterly Meeting. Vacancies in a committee shall be filled by the Board of Directors. The designation of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed upon it or such member by the Missouri Nonprofit Corporation Act.

Section 4.12 Restrictions on Committees. Notwithstanding any other provision herein, a Committee of the Board shall not: (1) authorize distributions to Directors, Officers, agents or employees except in exchange for value received; (2) approve a merger or a sale, pledge or transfer of all or substantially all of the Corporation's assets; (3) unless otherwise stated in these Bylaws, elect, appoint or remove Directors or fill vacancies on the Board or any committees; or (4) adopt, amend or repeal the Articles of Incorporation or these Bylaws.

Section 4.13 Quorum. A quorum consisting of a majority or more of the then current Directors must be assembled to vote and conduct business.

Section 4.14 Rights of Inspection. Every Director has the right to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation provided such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the Corporation's obligations to maintain the confidentiality of certain books, records and documents under any applicable federal, state or local law.

ARTICLE V.
BOARD MEETINGS

Section 5.01 Place of Meeting. The place of all meetings of the Directors shall be the principle office of the Corporation in the County of Saint Louis, Missouri, or at such other place as shall be determined from time to time by the Board; and the place at which such meetings shall be held shall be stated in the notice and call of meeting. No change in the place of meeting shall be made within three (3) days before the day on which an election of Directors is to be held.

Section 5.02 Annual Meeting. The Annual Meeting of the Board of Directors of the Corporation for the election of Directors and Officers to succeed those whose terms expire and for the transaction of other business as may properly come before the meeting, shall be held each year on the second Monday of December, if not a legal holiday, and if a legal holiday, then on the day following, at seven o'clock (7:00) P.M. If the Annual Meeting of the Directors be not held as herein prescribed, the election of Directors and Officers may be held at any meeting called thereafter, pursuant to these Bylaws.

Section 5.03 Quarterly Meetings. Quarterly Meetings of the Board of Directors of the Corporation will not be mandatory, but will be scheduled for the first Monday of each of March, June, September and December.

Section 5.04 Notice of Meeting. Notice of the time and place of the Annual Meeting of the Directors or of any Quarterly Meetings of the Directors shall be given by mailing written or printed notice of the same at least three (3) days, and not more than forty five (45) days, prior to the meeting. A waiver of any notice in writing, signed by a Director or Officer, whether before or after the time stated in said waiver for holding a meeting, or presence at any such meeting, shall be deemed equivalent to a notice required to be given to any Director, Officer or other individual.

ARTICLE VI.
ADVISORY BOARD

Section 6.01 Advisory Board. The Board of Directors, by resolution, may establish an Advisory Board to support the mission and operations of the Corporation. The Board, in its sole and absolute discretion, may appoint and elect whomever they desire to serve on the Advisory Board, *provided, however* that such Advisory Board members shall generally be of high moral character and regard within the communities in which the Corporation seeks to serve.

Section 6.02 Purpose. The Advisory Board's purpose shall be to provide advice, assistance and guidance to the Board of Directors as to the general "focus" or "vision" of the Corporation and the pursuit and achievement of the Purpose of the Corporation.

Section 6.03 Authority. Advisory Board members are not voting members of the Board of Directors and shall serve in an advisory capacity only.

Section 6.04 Appointment. Members of the Advisory Board may be nominated and elected at the Annual Meeting of the Board of Directors and shall hold office at the pleasure of the Board of Directors, until removed upon the unanimous vote of the Board of Directors.

Section 6.05 Meetings. Members of the Advisory Board are invited to attend any and all meetings of the Board of Directors; provided, however that such attendance is not mandatory.

ARTICLE VII. ASSOCIATE BOARD

Section 7.01 Associate Board. The Board of Directors, by resolution, may establish an Associate Board to support the mission and operations of the Corporation. Membership on the Associate Board shall be restricted to current or former employees, Officers, Directors or "group leaders" of the Corporation who have provided distinguished service to the organization over a sustained period of time.

Section 7.02 Purpose. The Associate Board's purpose shall be to provide advice, assistance and guidance to Officers and Directors as to the day-to-day operations of the business and its programs, specifically with regards to matters concerning curriculum and marketing of the Corporation and its purpose.

Section 7.03 Authority. Associate Board members are not voting members of the Board of Directors and shall serve in an advisory capacity only.

Section 7.04 Appointment. Members of the Associate Board may be nominated and elected at the Annual Meeting of the Board of Directors and shall hold office at the pleasure of the Board of Directors, until removed upon the unanimous vote of the Board of Directors.

Section 7.05 Meetings. Members of the Associate Board are invited to attend any and all meetings of the Board of Directors; provided, however that such attendance is not mandatory.

ARTICLE VIII. OFFICERS AND DUTIES

Section 8.01 Officers. The Officers of the Corporation shall be Chairman of the Board, Vice-Chairman, Secretary, and Treasurer. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the Chairman of the Board. The Officers shall be elected each year at the Annual Meeting by the Board and shall serve a one (1) year term.

Section 8.02 Chairman of the Board. The Chairman of the Board shall preside at all meetings of the Board. The initial Chairman of the Board shall be Brandon Mann.

Section 8.03 Vice-Chairman. In the absence or disability of the Chairman of the Board, the Vice Chairman will perform all the duties of the Chairman of the Board and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chairman of the Board. The Vice Chairman shall have such other powers and perform such other duties as the Chairman or the Board of Directors may prescribe from time to time. The initial Vice Chairman shall be Lisa Mann.

Section 8.04 Chief Executive Officer and Executive Director. The Chief Executive Officer may also be referred to as the Executive Director of the Corporation and shall be responsible for general supervision, direction and control of the business of the Corporation and all other duties usually vested in

the Chief Executive Office of a corporation including without limitation, the authority to hire employees of the corporation. The initial Chief Executive Officer/Executive Director shall be Brandon Mann.

Section 8.05 Secretary.

- (a) The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, including the following information for all such meetings: the time and place of holding; whether regular or special; if special, how authorized; the notice thereof given; the names of those present and absent, and the proceedings thereof.
- (b) The Secretary shall keep, or cause to be kept, at the principal office in the State of Missouri the original or a copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all Directors and their respective addresses.
- (c) The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by these Bylaws or by law to be given, and shall distribute the minutes of meetings of the Board to all its members promptly after the meetings; shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the Treasurer; and shall have such other powers and perform such duties as may be prescribed from time to time by the Board.
- (d) The initial secretary shall be Greg Schuster.

Section 8.06 Treasurer.

- (a) The Treasurer of the Corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Corporation, including accounts of its assets, liabilities, receipts and disbursements. The books of account shall at all times be open to inspection by any Board member.
- (b) The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated from time to time by the Board. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board, and shall render to the Board, upon request, an account of all transactions as Treasurer and of the financial condition of the Corporation. The Treasurer shall present an operating statement and report, since the last preceding regular Board meeting, to the Board at all regular meetings. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.
- (c) The initial treasurer shall be Lisa Mann.

Section 8.07 Removal. Any Officer may be removed, either with or without cause, by a majority of the Directors then in office.

Section 8.08 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

ARTICLE IX. FISCAL AFFAIRS

Section 9.01 Contracts. The Board of Directors may authorize any Officer or Officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

Section 9.02 Loans. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 9.03 Checks, Drafts, etc. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness, issued in the name of the Corporation shall be signed by such Officer or Officers, agent or agents of the Corporation in such manner as shall from time to time be determined by resolution of the Board of Directors. If no designation is made and unless and until the Board of Directors otherwise provides, each of the Chairman and the Treasurer shall individually have the power to sign all such instruments which are executed or made in the ordinary course of the Corporation's activities.

Section 9.04 Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

Section 9.05 Fiscal Year. The fiscal year of the Corporation shall commence on July 1st and end on June 30th of every year.

ARTICLE X. INDEMNIFICATION

Section 10.01 Indemnification of Directors. The Corporation shall provide to its Directors such indemnification as it is required to provide pursuant to the provisions of Section 355.471 of the Missouri Nonprofit Corporation Act (or corresponding provisions of any subsequent state corporation law).

Section 10.02 Additional Indemnification. Any person who is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, Officer, employee or agent of another corporation, limited liability company, partnership, joint venture, trust or other enterprise shall be indemnified to the maximum extent permitted by Section 355.476 of the Missouri Nonprofit Corporation Act (or corresponding provisions of any subsequent state corporation law). Expenses incurred by such person in defending a civil or criminal action, suit or proceeding shall be paid by the Corporation in advance of the final disposition of such action, suit or proceeding upon receipt of an undertaking by or on behalf of such person to repay such amount if it is ultimately determined that such person is not entitled to be indemnified by the Corporation as authorized by the Missouri Nonprofit Corporation Act. The foregoing right of indemnification and advancement of expenses shall in no way be

exclusive of any other rights of indemnification and advancement of expenses to which any such person may be entitled by bylaw, agreement, vote of disinterested Directors or otherwise.

Section 10.03 Insurance. The Corporation may maintain insurance, at its expense, to protect itself and any person who is or was a Director, Officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, limited liability company, partnership, joint venture, trust or other enterprise against any such expense, liability or loss, whether or not the Corporation would have the power to indemnify such person against such expense, liability or loss under the Missouri Nonprofit Corporation Act.

Section 10.04 Intent of Indemnification. The provisions of this Article are intended to facilitate the Corporation's ability to attract and retrain qualified individuals to serve as its Directors and Officers and at its request as directors and Officers or in other capacities for other corporations or enterprises by providing and maximizing the amount of indemnification that the Corporation is permitted to provide to such persons by the Missouri Nonprofit Corporation Act, and such provisions shall be construed accordingly. Except as otherwise provided in Section 10.05 of this Article, the provisions of this Article do not limit the Corporation's power to pay or reimburse expenses incurred by a Director or Officer of the Corporation in connection with appearing as a witness in a proceeding at a time when the Director or Officer has not been made a named defendant or respondent to the proceeding.

Section 10.05 Limitations on Indemnification. Notwithstanding the foregoing provisions of this Article, no indemnification shall be made pursuant to this Article to a person who is a disqualified person or a foundation manager of the Corporation if such indemnification would constitute an excess benefit transaction or an act of self-dealing under Sections 4958 or 4941 of the Internal Revenue Code, respectively. (For purposes of this Section 10.05, the terms "disqualified person" and "foundation manager" shall have the meanings ascribed to them in Sections 4958 and 4946 of the Internal Revenue Code, respectively.) Similarly, no insurance shall be purchased or maintained, pursuant to this Article or otherwise, for the benefit of a person who is a disqualified person or a foundation manager of the Corporation if such purchase or maintenance would constitute such an excess benefit transaction or act of self-dealing.

ARTICLE XI. **DISSOLUTION**

Upon dissolution of the Corporation, assets shall be distributed to creditors pursuant to Sections 355.661 through 355.746 of the Missouri Nonprofit Corporation Act. After paying or adequately providing for the debts and obligations of the Corporation, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or corporations which are organized and operated exclusively for educational purposes and which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, or to a state or local government for public purpose as determined by the Board.

ARTICLE XII. **MISCELLANEOUS**

Section 12.01 Books and Records. The Corporation shall keep at its principal place of business or registered office in the State of Missouri, original or duplicate books which shall include: (1) the Corporation's Articles of Incorporation and all amendments to them currently in effect; (2) the

Corporation's Bylaws and all amendments to them currently in effect; (3) a list of the names and business or home addresses of its current Directors and Officers; (4) its most recent annual report delivered to the Missouri Secretary of State; (5) appropriate financial statements of all income and expenses; and (6) minutes of proceedings of its Board of Directors and from time to time such other or additional records, statements, lists and information as may be required by law.

Section 12.02 Interested Transactions. No contract or transaction between the Corporation and one or more of its Directors or Officers, or between the Corporation and any other corporation, partnership, association, or other organization in which one or more of the Corporation's Directors or Officers are directors or Officers, or have a financial interest, shall be void or voidable solely for this reason, or solely because the Director or Officer is present at or participates in the meeting of the Board or committee thereof which authorizes the contract or transaction, or solely because his or her, or their votes are counted for such purpose, if: (1) in advance, the material facts as to his or her, or their relationship or interest as to the contract or transaction are disclosed or are known to the Board of Directors or the committee; and (2) the Board or committee in good faith reasonably believes the contract or transaction is not unfair to the Corporation. Common or interested Directors may be counted in determining the presence of a quorum at a meeting of the Board of Directors or of a committee which authorizes the contract or transaction.

Section 12.03 Loans to Directors and Officers Prohibited. The Corporation shall not loan money to any Director or Officer of the Corporation.

Section 12.04 Amendments. New Bylaws may be adopted or these Bylaws may be amended or repealed by the unanimous consent of the Board. Whenever any amendment or new Bylaws are adopted, copies shall be placed with the original Bylaws in the Corporation's record, and immediately after them, and shall not take effect until so copied. If any Bylaws are repealed, the fact of repeal with the date of the meeting at which the repeal was enacted must be stated in the Corporation's record book and until so stated, the repeal must not take effect. Whenever any provision of the Bylaws is either amended or repealed, a marginal note shall be made thereon indicating the place or page where the amendment or repeal may be found.

CERTIFICATE OF BYLAWS

I certify that I am the Chairman of the Board of Directors for Ministries At Work, Inc., a Missouri Nonprofit Corporation, and that the foregoing Bylaws, constitute the true and complete Bylaws of such corporation in effect as of June 9, 2009.

BRANDON MANN

Ministries at Work, Inc.
EIN 27-0392335
Exhibit 3

Part IV – Narrative Descriptions of Your Activities
From the perspective of Brandon Mann, Chairman of the Board of Directors

Past: The vision for Ministries@Work was born out of a single workplace Bible study which began in August of 2008. From September through December of that year (after working through two general Bible studies), there was an apparent need for a curriculum that could help us apply Biblical truths and principles to business, our immediate work life, our professional lives and to various workplace challenges we face each day.

Because there was no immediate access to the type of Biblical business training I was looking for as a leader, in January 2009, I began to write our own Biblical curriculum as a study guide to *Doing Business By The Good Book* by David L. Steward. At that point, our Bible study group, along with a second group (which meets in a different location), began to focus on specific scriptures which directly apply to everyday business life.

Thus, the vision was born: Ministries@Work is a unique way to minister to people where they spend the majority of their time, but have few resources directly available to them for advancing their Christian faith – at work. The primary vehicle for Ministries@Work is Biblical Business Training (BBT). These BBT meetings are led by a group leader, who coordinates the meeting time and distributes an agenda for the upcoming session. Ministries@Work provides structured agendas, materials, and curriculum to help leaders effectively lead their groups and to minister to others in their mission field – the workplace.

Present: Ministries@Work currently has five BBT groups operating in the St. Louis metropolitan area. We are focusing on creating a scalable organization by choosing the correct structure, curriculum, board of directors and advisors. Likewise we have acquired the FaithApplied, MinistriesAtWork and BiblicalBusinessTraining .org and .com domain names, and are working on developing those websites. We continue to produce curriculum for the five ongoing groups and are actively recruiting additional group leaders to start additional BBT groups.

Future: We envision a global business ministry that strives to glorify God, and enables professionals to apply biblical principles to their lives at work, with the goal of assuring that their Christian faith becomes a practical and sustainable aspect of their professional lives.

BBT groups will grow through Group Leaders who are recruited and supported by Group Coordinators. Ministries@Work will grow through the following strategies: market, network, or alliances.

Market-driven groups will be grown by direct marketing and by personal invitation by Group Coordinators and Group Leaders. This includes grass-roots efforts through churches and various speaking engagements about Ministries@Work and BBT.

Network-driven groups will be grown through an established organization seeking curriculum for Bible studies and business training. These organizations can be privately held companies (e.g., Primerica).

Alliance-driven groups will be grown through complimentary Christian and Gospel-driven groups (such as Fellowship of Christian Athletes, Campus Crusade for Christ, and InterVarsity) that would benefit by having a business-focused resource.

We envision our Biblical Business Training Groups interacting with churches, universities and seminary resources. (Refer to "The Vision" chart on page 7 of The Strategic Plan.) See Exhibit #4.

Seminaries could provide curriculum, as well as support for group leaders and group participants who require deeper Biblical resources and counseling than Ministries@Work can directly provide.

Likewise, churches can provide pastoral care and counseling to BBT participants. In turn, BBT can serve as an outreach opportunity for churches, as new members may be drawn to the church through the BBT organization. Churches may also use BBT as a way for their own members to apply their faith at work.

University oriented organizations – such as Campus Crusade for Christ, and InterVarsity – may benefit by enabling their participants to transition to BBT groups upon graduation.

Ministries@Work may also provide spiritual based training seminars in leadership, teamwork, sales, etc., which would then draw more participants into the individual BBT groups.

The Ministries@Work media strategy could include TV, radio, and direct marketing in addition to the website. Other opportunities for Ministries@Work to minister to professionals include speakers' series, university lectures, pastoral conferences, mission conventions, etc.

We believe that by providing scripture, structure, and support to Christian leaders within the workforce through BBT, Ministries@Work can be a global business ministry that strives to glorify God and seek His will.

Ministries at Work, Inc.
EIN 27-0392335
Exhibit 4

Representative documents supporting details to the narrative description of activities.

Take
your Faith
to a new place...



Work.



Learn to apply *your* Faith *in practical ways* to your Work.

"Whatever you do, work at it with all your heart, as working for the Lord." - Colossians 3:23-24 NIV

As a Biblical Business Training (BBT) group member, you will learn how scripture can help you make decisions in your daily work life and your overall career.

Professionals


Groups are comprised of members who often work together, as well as members from other companies. So, learning how other professionals are applying their faith, in every-day challenges, in their various roles and firms are natural benefits to all members.

Entrepreneurs

Entrepreneurs and small business owners also benefit from joining a BBT group for networking and sharing of best practices with peers and others from larger companies.

How BBT Works

Your group leader will distribute the agenda for each upcoming meeting. The agenda will describe meeting preparation items such as pre-reading from curriculum and the Bible. The agenda will also have the discussion questions you will cover during the meeting.



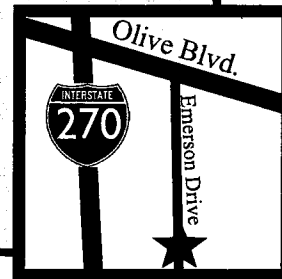
Ministries
@WORK *Biblical Business Training*
Helping you apply your faith at work.

Welcome!

Leader: Greg Schuster Phone: 314-363-8039
E-mail: gschuster@ctmt.com

Location & Timing: 721 Emerson Drive, Creve Coeur
First floor conference room
6:45 a.m. every Thursday

Curriculum: *Doing Business By the Good Book*
by David L. Steward



Our Mission

Ministries@Work enables professionals to apply Biblical principles to their lives at work, with a goal of assuring that their Christian faith becomes a practical and sustainable aspect of their professional lives, by providing business-oriented Biblical training, lectures, and educational resources.

"For where two or three come together in my name, there am I with them." - Matthew 18:20 NIV

Biblical Business Training
is Ideal for all professionals
and entrepreneurs.

We are
here for You.

Ministries@Work Guiding Principles

- All programs are *scripture* driven.
- All materials are *structured* to maximize the learning experience of group members.
- All groups, through their group leader, have access to additional *support* to help members in their personal faith journey.

Ministries
@WORK

Contact Information

For more information, or to start your own BBT Group,
contact: Brandon Mann, CEO and Founder
bmann@MinistriesAtWork.org

Find us on the web at:

www.MinistriesAtWork.org
www.FaithApplied.org
www.BiblicalBusinessTraining.org

Ministries At Work, Inc., is a non-profit, Christian-based public educational corporation, and has applied for classification as an IRS Code 501(c)(3) organization.

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Helping you take
your Faith
to a new place...



Work.

Additional Business Training

Helping you apply your faith at work

www.fidelity.com



Welcome to Ministries@Work!

This Biblical Business Training curriculum is designed by Ministries@Work for group leaders who facilitate Biblical Business Training meetings. Thank you for considering our invitation to be a Group Leader!

As a Group Leader, you are embarking on an exciting ministry to which God has personally called you. Group Leaders are the key to the success of Ministries@Work - therefore, we are focused on serving you, so that you can serve those in your group!

Ministries@Work enables professionals to apply Biblical principles to their lives at work, with the goal of assuring that their Christian faith becomes a practical and sustainable aspect of their professional lives, by providing business-oriented Biblical Business Training, lectures, and educational resources. We are focused on three guiding principles:

- Scripture: All Ministries@Work programs are scripture driven.
- Structure: All materials are structured to ensure that group leaders can focus on leading, not organizing.
- Support: All group leaders have, or are provided, support to help group members in their personal faith journey.

In this booklet you will find an outline of your responsibilities as a group leader as well as agenda's for your first four group meetings to get you started. Please keep in mind that, Ministries@Work is striving for groups of quality not necessarily quantity, as Christ reminds us, "Where two or three gather in my name, there I am also." - Matthew 18:20.

Please contact me directly at 314-276-9088 or bmann@MinistriesAtWork.org if you have any questions. May our Lord and Savior Jesus Christ bless you and your group as you seek to apply your faith at work!

In His service,

A handwritten signature in cursive script that reads "Brandon K. Mann".

Brandon K. Mann
CEO & Founder
Ministries At Work, Inc.

www.MinistriesAtWork.org

Learn to apply *your* Faith *in practical ways* to your Work.

Who should be a Group Leader?

As a Group Leader, you are embarking on an exciting ministry to which God has personally called you. Following are the qualities that we look for in Group Leaders:

- Group Leaders must profess a Christian faith, believing that Jesus Christ is the Son of God who came to save you from sin, and that the Bible is the Word of God revealing Christ and his plan of redemption.
- Group Leaders must belong to a home church, so that you may draw upon the pastoral and counseling resources to help your group members as needed.
- Group Leaders must possess leadership qualities and be able to effectively lead each Biblical Business Training (BBT) meeting.
- Group Leaders must be able to make a commitment of their time for inviting new members, preparing for and leading each BBT meeting.

Group Leader Responsibilities

- Invite attendees
- Schedule meetings
- Distribute agendas
- Lead meeting discussion

These responsibilities are described more in the following section.

How, Where & When? *Your first meeting & beyond ...*

How do you get started?

Make personal/individual invitations to coworkers, friends from other companies, and even customers, who you think would be interested in joining a Biblical Business Training (BBT) Group. (E-mail invitations, as well as brochures are available from Ministries@Work to help you as you begin inviting others.) Focusing on the quality or interest level and commitment of the first few group members is more important than focusing on inviting a larger quantity of people. For example, two or three initial group members, in addition to you as the leader, is a great start.

Where should you meet?

Meeting should be in a common place or neutral location, convenient to most group members' work locations. Some examples include restaurants and coffee shops, "common-area" office building conference rooms, public cafeterias, etc. Meeting in company-controlled locations (e.g., leased or owned by your employer) creates the potential for human resources conflicts and other distractions, in addition to deterring attendees from other companies.

When should you hold your meetings?

Meeting should be scheduled outside of normal working hours or during lunch time. Weekly or biweekly meetings are ideal to keep the topics fresh and moving. BBT agendas are designed for roughly 45 minutes per meeting. Therefore, if travel time is required to return to work in a timely fashion from the meeting location, please schedule accordingly.

Your first group meeting.

The goal of the first meeting is to set expectations for future BBT meetings. The first meeting will consist of a welcome, introductions, an overview, and discussion of meeting logistics (where, when and how). An agenda is provided in this packet for your first "Kick-Off" meeting.

How to keep it going.

- Send agendas at least three days in advance of your meeting.
- Ask for feedback from your group regarding the time and place of your meeting.
- Encourage group members to make personal invitations to others to join the group.
- Change the meeting time and place if needed to be more convenient to your group members.

Agendas

for your first four meetings

Doing Business By The Good Book, By David L. Steward

Group Kick-Off Meeting

A: Meeting Preparation

- I) Welcome to Biblical Business Training!
We exist to empower you to bridge the gap between your faith walk and your career path through practical, biblically-based business training.
- II) Normally, there will be several items in this section of the agenda to help you prepare for the upcoming meeting. Also, you will normally be bringing the following items to the meeting:
 - 1. Agenda
 - 2. Book or curriculum being studied (i.e., *Doing Business By The Good Book*)
 - 3. Bible
- III) For this “kick-off” meeting, you simply bring this agenda and come as you are. Your group leader will guide you through the following ...

B: Meeting Agenda

- I) Welcome and Agenda Review
- II) Opening Prayer
- III) Introductions
- IV) Group Expectations Discussion
- V) Biblical Business Training Overview
 - 1. Ministries@Work Mission
 - 2. Underlying Principles
 - a) Scripture
 - b) Structure
 - c) Support
- VI) Group Leader’s Personal Application Case Study
- VII) Meeting Logistics
 - 1. Location
 - 2. Time
 - 3. Frequency
- VIII) Curriculum and Agenda Review
- IX) Group Feedback and Q/A
- X) Prayer Requests
- XI) Closing Prayer

Doing Business By The Good Book, By David L. Steward

Introduction

A: Meeting Preparation

- I) Read the Introduction to *Doing Business By The Good Book*
- II) Read the following scriptures along with their associated discussion questions below.
 - 1. Deuteronomy 7:12-13
 - 2. 2 Corinthians 5:20
 - 3. Luke 12:48

B: Meeting Agenda

- I) Opening Prayer
- II) Reading References and Discussion Questions about the Introduction to *Doing Business By The Good Book*:
 - 1. Deuteronomy 7:12-13: What two things does Dave say the Bible tells us (as reinforced by this scripture) to succeed?
 - 2. 2 Corinthians 5:20: How will you treat your colleagues and clients, knowing that you are an “ambassador”?
 - 3. Luke 12:48: Think of the ways you have been blessed and entrusted by the Lord in your career ... Now, how will you use those blessings to bless others?
 - 4. Which of the above scriptures that Dave references in the introduction is/are most meaningful to you and why?
 - 5. What is the most surprising aspect of Dave’s journey to:
 - a) Writing this book?
 - b) Starting World Wide Technology?
- III) Application Question:

By writing *Doing Business By The Good Book*, Dave is sharing his blessings with you. In turn, how will you share the blessings you gain from studying Dave’s book and the Bible?
- IV) Prayer Requests
- V) Closing Prayer

Doing Business By The Good Book, By David L. Steward

Chapter 1 - The Entrepreneurial Spirit

A: Meeting Preparation

- I) Read Chapter 1 - The Entrepreneurial Spirit
- II) Read the following scriptures along with their associated discussion questions below.
 - 1. Genesis 6:13-16
 - 2. Genesis 22
 - 3. Luke 6:38
 - 4. James 4:13-17
 - 5. John 13:1-17

B: Meeting Agenda

- I) Opening Prayer
- II) Review Question from the Introduction:
How will you share the blessings you gain from studying Dave's book and the Bible?
- III) Reading References and Discussion Questions for Chapter 1 - The Entrepreneurial Spirit:
 - 1. Genesis 6:13-16: What are some inspiring examples of entrepreneurial spirit in your company, industry, and in your church that remind you of Noah and the Ark?
 - 2. Genesis 22: How can you exhibit the faith that Abraham exhibits?
 - 3. Dave writes, "It is always darkest before dawn, and even in the most discouraging times, I never lost my faith in God." What about you ... Are you at a dark point with something at work or in other areas of your life?
 - 4. Luke 6:38: How does this scripture apply to your career or business?
 - 5. James 4:13-17: What should we keep in mind as the most important factor when we make our business plans?
 - 6. What does Dave say is his "biggest job" as CEO and owner of the company? What's yours?
- IV) Application Question:
John 13:1-17: When and how will you "wash your colleagues' feet"?
- V) Prayer Requests
- VI) Closing Prayer

Doing Business By The Good Book, By David L. Steward

Chapter 2 - Integrity

A: Meeting Preparation

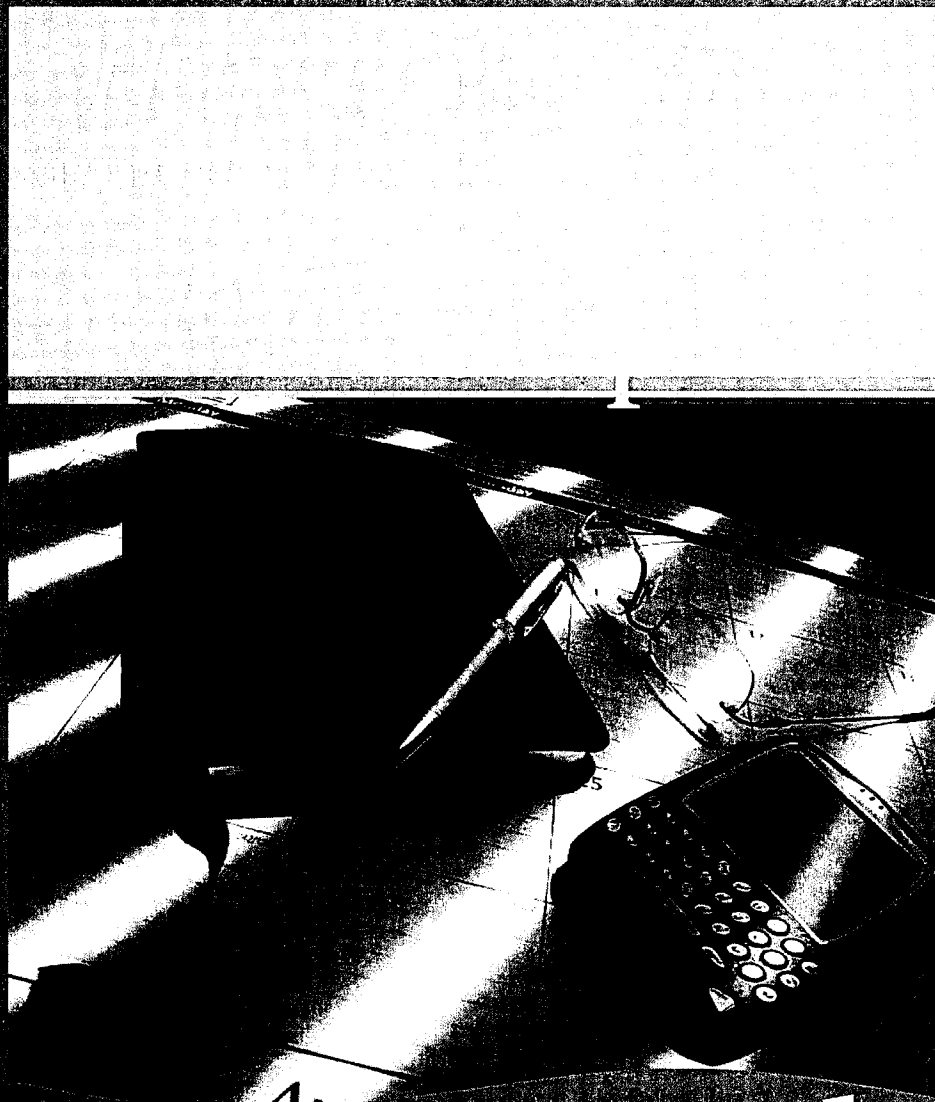
- I) Review last week's topic and be prepared to answer the review question below.
- II) Read Chapter 2 - Integrity
- III) Read the following scriptures along with their associated discussion questions below.
 - 1. Proverbs 22:1; 29:10; 10:9; 11:13
 - 2. Luke 4:1-11
 - 3. 2 Corinthians 5:17-20
 - 4. Titus 2:6-8

B: Meeting Agenda

- I) Opening Prayer
- II) Review Question from Chapter 1 - The Entrepreneurial Spirit:
When and how will you "wash your colleagues' feet?"
- III) Reading References and Discussion Questions for Chapter 2 - Integrity:
 - 1. Proverbs 22:1: Make a list of names of those people you think have a "good" name. Is your name on the list?
 - 2. Luke 4:1-11: What are some examples of temptations at work that would compromise your "ambassadorship" for the Lord?
 - 3. 2 Corinthians 5:17-20: Is there a double-standard for Christians in the workplace? In other words, do you have "personal values" when you are at church, and then "professional values" when you are in the real world?
 - 4. Proverbs 29:10: What does this tell us will happen when we have integrity? And, what does Proverbs 10:9 and 11:13 tell us will be the result?
 - 5. Dave Steward encourages us to lead by example, so "that integrity passes on to the next generation of managers." What does Titus 2:6-8 say about this concept?
- IV) Application Question:
What do your colleagues say about your integrity? Are you courageous enough to ask at least one of your trusted coworkers if you have a "good name" and take to heart his/her answer?
- V) Prayer Requests
- VI) Closing Prayer

Ministries @WORK

*Strategic Plan
June 30, 2009*



Work.

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”
— Colossians 3:23-24 NIV

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Overview

Executive Summary
Underlying Principles
Mission Statement
Vision Statement
“The Vision”

Executive Summary

What?

This strategic plan presents a unique way to minister to people where they spend the majority of their time, but have few resources directly available to them for advancing their Christian faith – At Work.

Ministries@Work is committed to fulfilling the great commission:

Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”

- Matthew 28:18-20

How?

The primary vehicle for Ministries@Work is Biblical Business Training. These meetings are led by a group leader, who coordinates the meeting time and distributes an agenda for the upcoming session. The group leader is supported by Ministries@Work with structured agendas, materials, and curriculum to effectively lead their group, as well as, access to other vital Christian resources for group members if needed.

Other opportunities for Ministries@Work to minister to professionals include speakers’ series, university lectures, pastoral conferences, mission conventions, etc. (See “The Vision” diagram on page 7.)

Jesus replied: “Love the Lord your God with all your heart and with all your soul and all your mind. This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself’. All the Law and Prophets hang on these two commandments.” - Matthew 22: 37-40

Ministries@Work is in the application process with the IRS to become a 501(c)(3) organization.

Underlying Principles:

Beginning in early 2009, the Lord's calling for Ministries@Work was that it would have these three underlying principles...

Scripture:

All Ministries@Work programs are scripture driven.

Consequently, faith comes from hearing the message, and the message is heard through the word of Christ. - Romans 10:17

Structure:

All materials provided to ensure that our group leaders can focus on leading, not organizing.

Where there is no vision, the people perish: but he that keepeth the law, happy is he. - Proverbs 29:18

Support:

All group leaders have or are provided support to help group members in their personal faith journey.

But seek first his kingdom and his righteousness, and all these things will be given to you as well. - Matthew 6:33

Mission Statement

Ministries@Work exists to enable professionals to apply biblical principles to their lives at work, with the goal of assuring that their Christian faith becomes a practical and sustainable aspect of their professional lives, by providing business-oriented Biblical training, lectures, and other educational resources.

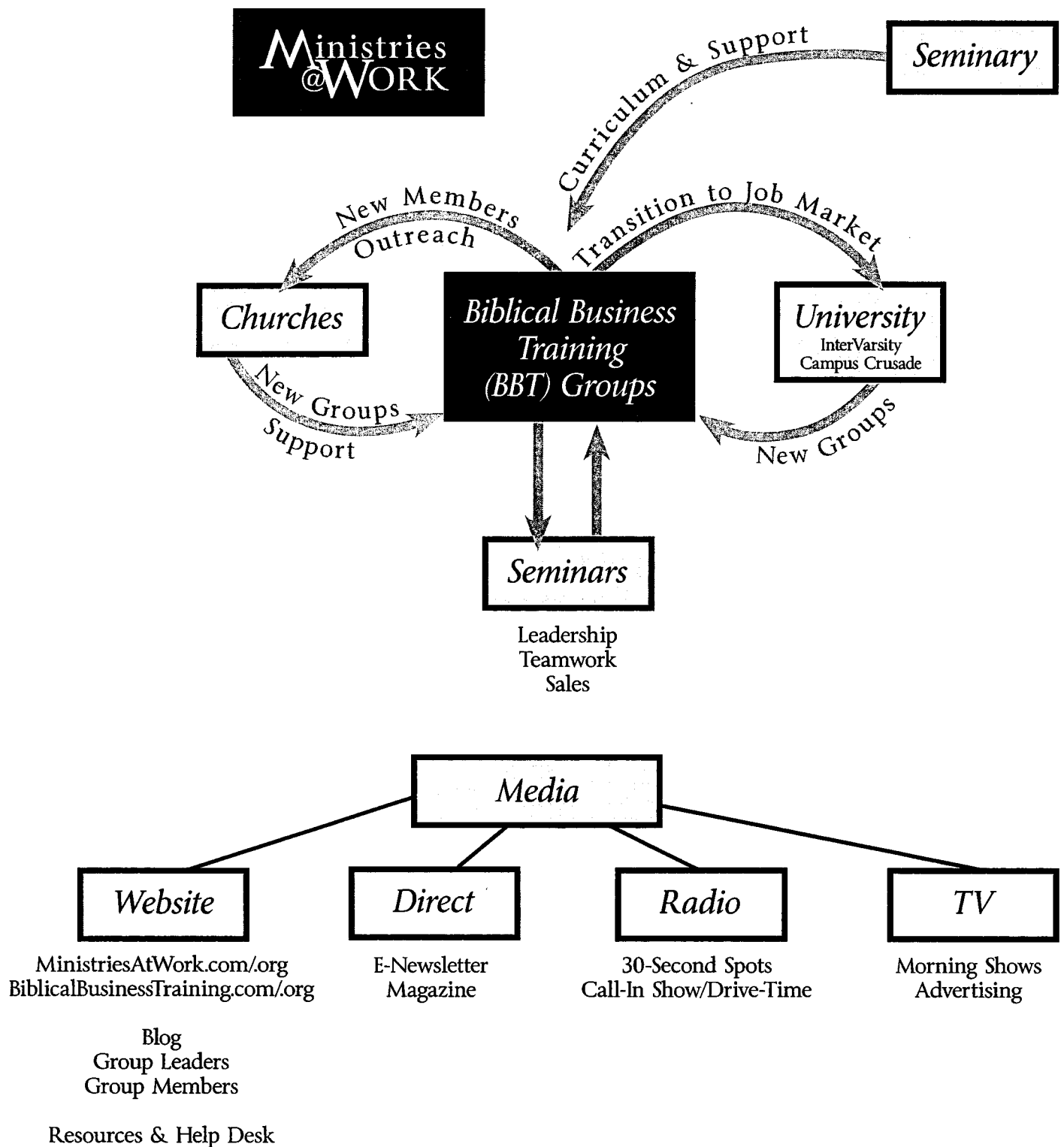
*For where two or three come together in my name,
there am I with them. - Matthew 18:20*

Vision Statement

Ministries@Work strives to glorify God and seek His will for a global business ministry.

Now listen, you who say, "Today or tomorrow we will go to this or that city, spend a year there, carry on business and make money." Why, you do not even know what will happen tomorrow. What is your life? You are a mist that appears for a little while and then vanishes. Instead, you ought to say, "If it is the Lord's will, we will live and do this or that." As it is, you boast and brag. All such boasting is evil. Anyone, then, who knows the good he ought to do and doesn't do it, sins. - James 4:13-17

The Vision



Biblical Business Training Groups

*Organizational Structure
Group Coordinators
Group Leaders
BBT Curriculum*

Organizational Structure

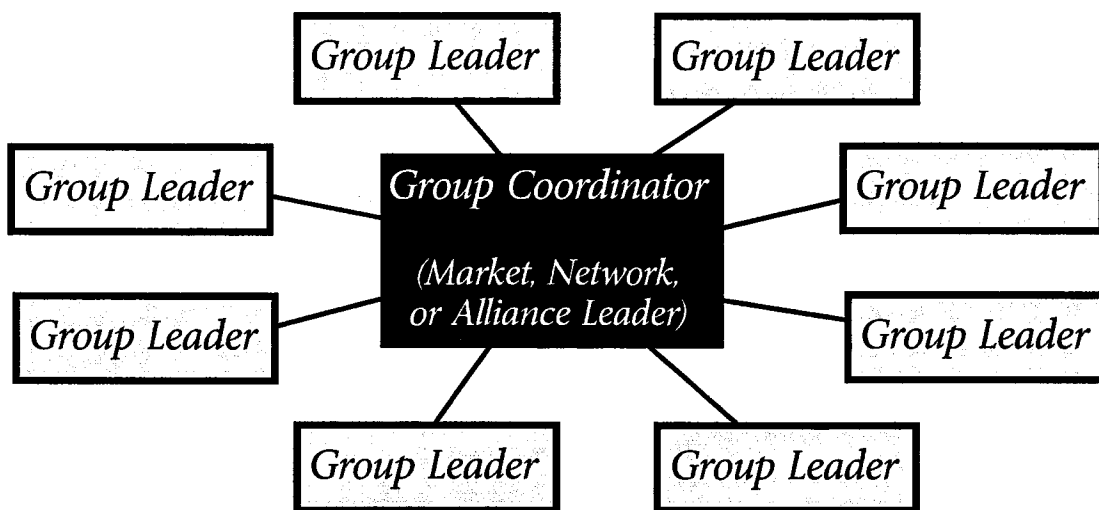
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Alliance-driven groups are grown through complimentary Christian and Gospel-driven groups (such as Fellowship of Christian Athletes, Campus Crusade for Christ, and InterVarsity) that would benefit by having a business-focused resource.

Each group will operate similarly, with a Group Coordinator responsible for recruiting and supporting Group Leaders.



Group Coordinators

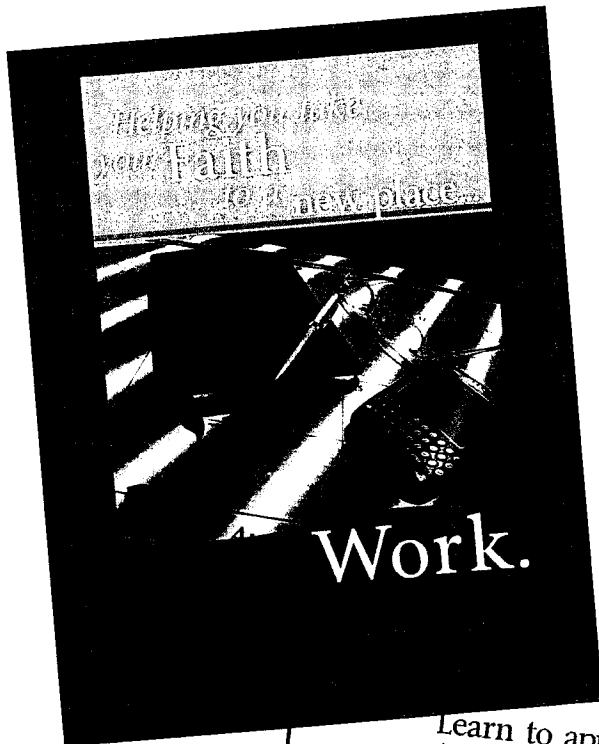
Selection Criteria

- Market Visibility, Network Affiliation, or Strategic Alliance relationship
- Christian Profession of Faith
- Home Church Resources
- Leadership Qualities
- Time Commitment

Responsibilities

- Schedule Leader Meetings
- Schedule Market, Network or Alliance Meetings
- Recruit/Invite Group Leaders
- Set Up Local Support System
 - Churches
 - Bible Studies
 - Men's
 - Women's
 - Christian Counseling
 - Youth
 - Marriage
 - etc...

Collateral Material for Group Coordinators



Group Leader Guide

Group Coordinators invite Group Leaders to join BBT. The Group Leader Welcome Guide is designed to help Group Leaders get their group started. From background information about Ministries@Work, to the first four meeting agendas, this is everything a Group Leader will need to know to kick-off a successful BBT Group.

Learn to apply your Faith in practical ways to your Work.

Who should be a Group Leader?

As a Group Leader, we believe you are embarking on an exciting ministry to which God has personally called you. Following are the qualities that we look for in Group Leaders:

- Group Leaders must profess a Christian faith, believing that Jesus Christ is the Son of God who came to save you from sin, and that the Bible is the Word of God revealing Christ and his plan of redemption.
- Group Leaders must belong to a home church, so that you may draw upon the pastoral and counseling resources to help your group members as needed.
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- Group Leaders must be able to make a commitment of their time for inviting new members, preparing for and leading each BBT meeting.

Group Leader Responsibilities

- Invite attendees
- Schedule meetings
- Distribute agendas
- Lead meeting discussion

These responsibilities are described more in the following section.

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2

How, Where & When? Your first meeting & beyond ...

How do you get started?

Make personal/individual invitations to coworkers, friends from other firms, and even clients whom you think would be interested in starting a Biblical Business Training (BBT) Group. (E-mail invitations, as well as brochures are available from Ministries@Work to help you as you begin inviting others.) Focusing on the quality or interest level and commitment of the first few group members is more important than focusing on inviting a larger quantity of people. Two initial group members, in addition to you as the leader, is a great start.

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How to keep it going.

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- Ask for feedback from your group regarding the time and place of your meeting.
- Encourage group members to make personal invitations to others to join the group.
- Change the meeting time and place if needed.

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3

Group Leaders

Who should be a Group Leader?

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- Group Leaders must be able to make a commitment of their time for inviting new members, preparing for and leading each BBT meeting.

Group Leader Responsibilities

- Invite attendees
- Schedule meetings
- Distribute agendas
- Lead meeting discussion

Group Leader Support

Home Church Resources

- Pastor
- Counselors

Ministries@Work Help Desk

- Christian Counselors
- Seminary Resources
- Women's Ministries
- Men's Ministries
- New Church Ministries

Biblical Business Training (BBT) Curriculum

Initial Curriculum

- Doing Business By The Good Book
 - By David L. Steward
- Training Questions and Material
 - By Brandon K. Mann

Potential Additional Curriculum

- General Professional Curriculum
 - Leadership Gold, By John Maxwell
 - God As My CEO, By Larry S. Julian
- Biblical Business Training Customized Curriculum
 - Legal
 - Accounting
 - Medical
 - Police/Fire
 - Blue Collar
 - Wall Street
 - etc.

Sample BBT Meeting Agenda



Doing Business By The Good Book, By David L. Steward

Chapter 3 - Delegation

A: Meeting Preparation

- I) Review last week's topic and be prepared to answer the review question below.
- II) Reach Chapter 3 - Delegation
- III) Read the following scriptures along with their associated discussion questions below:
 - 1. Exodus 18:13-26
 - 2. Proverbs 16:18
 - 3. Matthew 10:1-42; 13:31
 - 4. Luke 6:45

B: Meeting Agenda

- I) Opening Prayer
- II) Review Question from Chapter 2 - Integrity:

What do your colleagues say about your integrity? Are you courageous enough to ask at least one of your trusted colleagues if you have a "good name" and take to heart his or her answer?
- III) Reading References and Discussion Questions for Chapter 3 - Delegation:
 - 1. Exodus 18:13-26: Why was Moses a "micro-manager"? What was Jethro's solution? What is an expected consequence for not delegating?
 - 2. Why does individual success breed micro-management? What wisdom does Proverbs 61:18 provide for this tendency?
 - 3. In Chapter 3, Dave presents three important components required for effective delegation: picking the right people, giving them specific directions, and then getting out of their way.
 - 4. When picking the right people, what advice does Dave and the Bible, in Luke 6:45, emphasize?
 - 5. Matthew 10: What example of giving specific directions to those whom we delegate does Jesus give us?
- IV) Application Question:

When, how, and with whom will you "sow the seed" of trust that Dave mentions at the top of page 22? What will be the result? (Matthew 13:31)
- V) Prayer Requests
- VI) Closing Prayer

Collateral Material for Group Leaders

Curriculum Workbook

The BBT curriculum workbook will be an online resource designed for Group Leaders. This workbook provides all of the agendas needed for each BBT meeting. Each agenda will be provided in an individual PDF format, so that Group leaders can download the file and send it to group members prior to each meeting.

Ministries *Biblical Business Training*
@WORK *Helping you apply your faith at work.*

Workbook One:

Doing Business By The Good Book
by David L. Steward

Training Questions & Material
by Brandon K. Mann

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Ministries *Biblical Business Training*
@WORK *Helping you apply your faith at work.*

Doing Business By The Good Book By David L. Steward
Chapter 3 - Delegation

Meeting Preparation

- Review last week's topic and be prepared to answer the review question below.
- Reach Chapter 3 - Delegation
 - Read the following scriptures along with their associated discussion questions below:
 - Exodus 18:13-26
 - Proverbs 16:18
 - Matthew 10:1-42; 13:31
 - Luke 6:45

Meeting Agenda

- Opening Prayer
- Review Question from Chapter 2 - Integrity:
What do your colleagues say about your integrity? Are you courageous enough to ask at least one of your trusted colleagues if you have a "good name" and take to heart his or her answer?
- Reading References and Discussion Questions for Chapter 3 - Delegation:
 - Exodus 18:13-26: Why was Moses a "micro-manager"? What was Jethro's solution? What is an expected consequence for not delegating? What wisdom does
 - Why does individual success breed micro-management? What wisdom does Proverbs 6:1-8 provide for this tendency?
 - In Chapter 3, Dave presents three important components required for effective delegation: picking the right people, giving them specific directions, and then getting out of their way.
 - When picking the right people, what advice does Dave and the Bible, in Luke 6:45, emphasize?
 - Matthew 10: What example of giving specific directions to those whom we delegate does Jesus give us?
- Application Question:
When, how, and with whom will you "sow the seed" of trust that Dave mentions at the top of page 22? What will be the result? (Matthew 13:31)
- Prayer Requests
- Closing Prayer

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Doing Business By The Good Book By David L. Steward
Chapter 2 - Integrity

A: Meeting Preparation

- Review last week's topic and be prepared to answer the review question below.
- Reach Chapter 2 - Integrity
 - Read the following scriptures along with their associated discussion questions below:
 - Proverbs 22:1; 29:10; 10:9; 11:13
 - Luke 4:1-11
 - 2 Corinthians 5:17-20
 - Titus 2:6-8

B: Meeting Agenda

- Opening Prayer
- Review Question from Chapter 1 - The Entrepreneurial Spirit
When and how will you "wash your colleagues' feet?"
- Reading References and Discussion Questions for Chapter 2 - Integrity:
 - Proverbs 22:1: Make a list of names of those people you thank have a "good" name. Is your name on the list?
 - Luke 4:1-11: What are some examples of temptations at work that would compromise your "ambassadorship" for the Lord?
 - 2 Corinthians 5:17-20: Is there a double-standard for Christians in the workplace? In other words, do you have "personal values" when you are at church, and then "professional values" when you are in the real world?
 - Proverbs 29:10: What does this tell us will happen when we have integrity? And, what does Proverbs 10:9 and 11:3 tell us will be the result?
 - Dave Steward encourages us to lead by example, so "that integrity passes on to the next generation of managers." What does Titus 2:6-8 say about this concept?
- Application Question:
What do your colleagues say about your integrity? Are you courageous enough to ask at least one of your trusted co-workers if you have a "good name" and take to heart his/her answer?
- Prayer Requests
- Closing Prayer

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Growing BBT

Market Strategy

Network Strategy

Strategic Alliances

Collateral Material

Strategic Alliances

InterVarsity
Campus Crusade for Christ
Fellowship of Christian Athletes

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INTERVARSITY CHRISTIAN FELLOWSHIP/USA

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FROM INTERVARSITY PRESS
The Power of a City at Prayer

TODAY IN INTERVARSITY
Servant Leaders on Campus: Who better to influence a college student's life than their peers on campus?
[Read the story](#)

InterVarsity alumni - Nike Icardi: Transforming God's word into a public life.
[Read the story](#)

PLAY THE VIDEO

A Different Beat
God led Scott from Urbana to south Los Angeles. The theme of Urbana 09 is "He dwelled among us."
[PLAY THE VIDEO](#)

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For good or for bad, teens make the news almost daily. Which Campus Crusade ministry reaches teenagers? [Read what other Christian leaders say about Campus Crusade](#)
Kay Arthur

Building a Stronger Marriage One Step at a Time
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Monday 22 June 2009

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Hotpicks:

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- Sign up for our Daily Devotional and Other E-Newsletters
- Sign the TeamFCA Creed

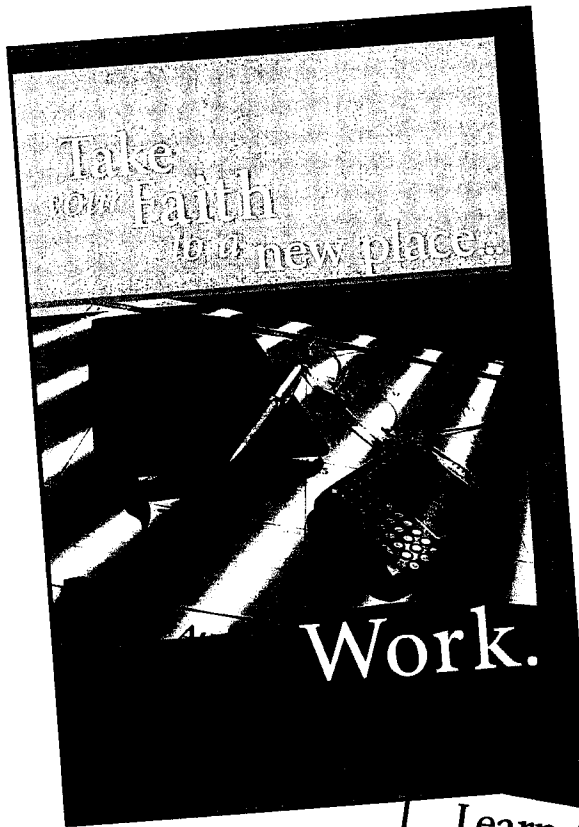
New FCA.org Additions

Inaugural Captain's Camp a "life-changing" weekend
More than 100 high school athletes in South Carolina and Georgia got a hands-on experience in carrying their crosses.

Reaching the world
Through the leadership of Thuan Duong, the impact of FCA Camps is stretching all the way to Southeast Asia.

FCA's Inaugural Victory Band will be the hit of the 2009 Tuban Huddle

Collateral Material



Brochure Invitation

Ministries@Work provides this customized brochure in printed or PDF format to BBT Group Leaders to help them explain the program to potential Group Members. It is an easy way for Group Leaders to extend an invitation to a BBT meeting, and gives detailed information on location, timing and contact information for the specific Group Leader.

Learn to apply your Faith in practical ways to your Work.

"Whatever you do, work at it with all your heart, as working for the Lord." - Colossians 3:23-24 NIV

As a Biblical Business Training (BBT) group member, you will learn how scripture can help you make decisions in your daily work life and your overall career.

Professionals
Groups are comprised of members who often work together, as well as members from other companies. So, learning how other professionals are applying their faith, in every-day challenges, in their various roles and firms are natural benefits to all members.

Entrepreneurs
Entrepreneurs and small business owners also benefit from joining a BBT group for networking and sharing of best practices with peers and others from larger companies.

How BBT Works
Your group leader will distribute the agenda for each upcoming meeting. The agenda will describe meeting preparation items such as pre-reading from curriculum and the Bible. The agenda will also have the discussion questions you will cover during the meeting.

Ministries @WORK - Biblical Business Training
Helping you apply your faith at work.

Welcome!
Leader: Greg Schuster Phone: 314-363-8039
E-mail: gschuster@ctmt.com

Location & Timing: 721 Emerson Drive, Creve Coeur
First floor conference room
6:45 a.m. every Thursday

Curriculum: *Doing Business By the Good Book*
by David L. Steward

Our Mission
Ministries@Work exists to enable professionals to apply Biblical principles to their lives at work, with a goal of assuring that their Christian faith becomes a practical and sustainable aspect of their professional lives, by providing business-oriented Biblical training, lectures, and other educational resources.

"For where two or three come together in my name, there am I with them." - Matthew 18:20 NIV

Biblical Business Training is Ideal for all professionals and entrepreneurs.

Collateral Material

You are invited...

to join us for a Biblical Business Training meeting.

As a Biblical Business Training (BBT) group member, you will learn how scripture can help you make decisions in your daily work life and your overall career.

Leader: Paul Pagano Phone: 314/813-2540

E-mail: ppagano@ctmt.com

Location & Timing: Wednesdays at Noon
1244 Powerscourt Drive, Lower Level Café
St Louis, MO 63131
(Northeast Corner of Manchester and I-270)

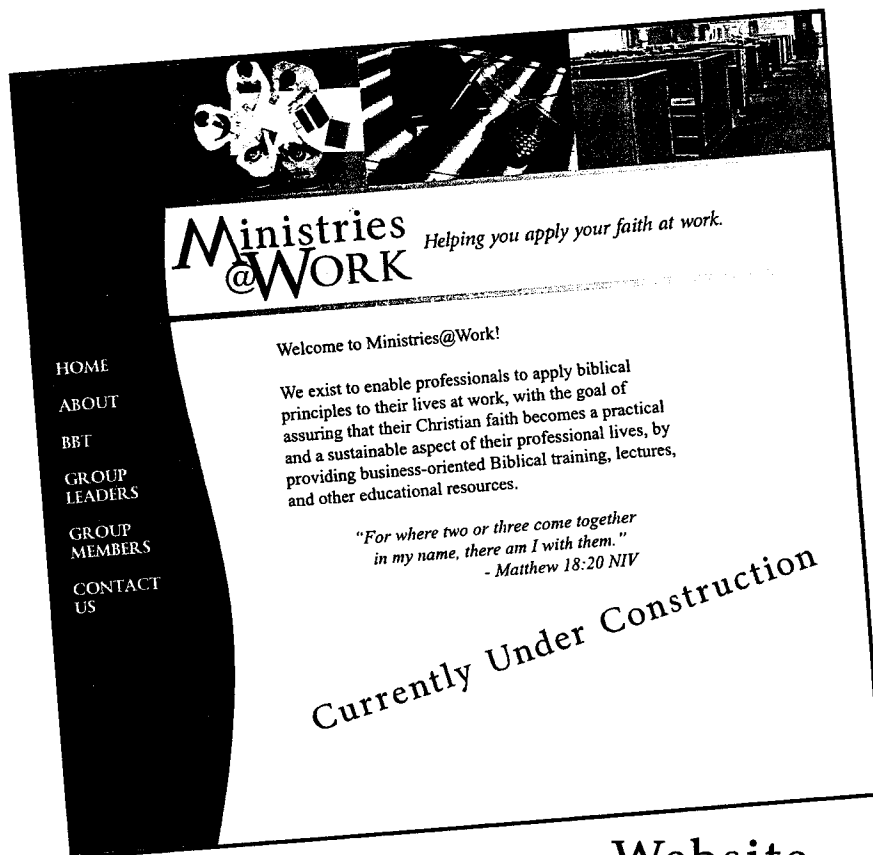
Curriculum: *Doing Business By the Good Book* by David L. Steward

Ministries @WORK *Biblical Business Training*
Helping you apply your faith at work.

Simple Invitation

Ministries@Work provides this customized invitation in printed or PDF format to BBT Group Leaders as an invitation to potential Group Members.

Collateral Material



Website

Ministries@Work owns the following domains: www.MinistriesAtWork.com/org and www.BiblicalBusinessTraining.com/.org. The website is currently under construction, with a vision for online resources for Group Leaders and Group Members.

Ministries at Work, Inc.
EIN 27-0392335
Exhibit 5
Part V, Line 1a-1c

The Organization plans to compensate any certain Directors or Officers on the board as noted on line 1a.

In the event, the Organization has a highly compensated individual or independent contractor; the Organization will follow the established conflict of interest policy and document in its minutes any information regarding compensation arrangements. At this time, the Organization does not have any employees or highly compensated independent contractors but plans on having salaries that would result in highly compensated individuals.

Ministries at Work, Inc.
27-0392335
Exhibit 6
Part V Lines 2a

The Chair (Brandon Mann) and the Vice Chair (Lisa Mann) of the board of directors are husband and wife.

Ministries at Work, Inc.
27-0392335
Exhibit 7
Board of Directors
Background & Qualifications

The selected volunteers for the Ministries at Work, Inc.'s Board of Directors shall not have any financial interest in the organization (other than possible donations from them personally, their organization or their prospective company). The Organization may compensate the Chairman and Vice Chairman as employees of the Organization.

The board's primary governance responsibility is fiduciary.

The board of directors must be persons willing to accept responsibility to ensure the organization is fulfilling its mission, make decisions in the best interest of the organization, set of policies that could affect the staff and/or volunteers, and to guide and implement, while overseeing the organization's activities.

Officers will be:

Brandon Mann – Chairman (Pres/CEO), average 5-10 hours per week, when employed at Ministries at Work, hours will be full time.

Lisa Mann – Vice Chairman (Treasurer), average 1 hour per week, when employed at Ministries at Work, hours will be full time.

Greg Schuster – Director (Secretary), average 1 hour per week

Chairman: Shall be the principle executive officer of the board of directors (organization). Subject to the control and direction of the Board of Directors, the Chairman shall be in charge of the Board of Director's business of the organization; the Board of Directors Chairman shall see that all directives of the organization are carried out; shall preside at all meetings of the Board of Directors and shall have the meetings' agendas prepared. The Chairman of the Board of Directors may execute for the organization with the approval of the body contracts, deed, bonds, or other instruments. Further duties are: care, loyalty and obedience. Assist in raising money for the organization.

Vice Chairman: Shall assist the Chairman in the discharge of his duties as from time to time may be assigned to her by the Chairman. In the absence of the Chairman, or in the event of his refusal or inability to act, the Vice – Chairman shall perform the duties of the Chairman and when acting, shall have all the power of and be subject to all the restrictions upon the Chairman. Further duties are: care, loyalty and obedience. Assisting and working with the board members of the organization and be active in fundraising.

Secretary: The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, including the following information for all such meetings: the time and

place of holding; whether regular or special; if special, how authorized; the notice thereof given; the names of those present and absent, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of Missouri the original or a copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all Directors and their respective addresses. The Secretary shall give, or cause to be given, notice of all meetings of the Board and any committees thereof required by the Bylaws or by law to be given, and shall distribute the minutes of meetings of the Board to all its members promptly after the meetings; shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent the same are to be kept or filed by the Treasurer; and shall have such other powers and perform such duties as may be prescribed from time to time by the Board.

Treasurer: The Treasurer of the organization shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the organization, including accounts of its assets, liabilities, receipts and disbursements. The books of account shall at all times be open to inspection by any Board member. The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the organization with such depositories as may be designated from time to time by the Board. The Treasurer shall disburse the funds of the organization as may be ordered by the Board, and shall render to the Board, upon request, an account of all transactions as Treasurer and of the financial condition of the organization. The Treasurer shall present an operating statement and report, since the last preceding regular Board meeting, to the Board at all regular meetings. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

BIOS:

BRANDON K. MANN, Chairman and CEO

Brandon is responsible for the overall vision and growth of Ministries@Work.

Currently, Brandon is the Senior Vice President & Principal at Colliers Turley Martin Tucker, responsible for leading Strategic Business Development. Prior to his current responsibilities, Brandon led Colliers Corporate Solutions' business development pursuits of operating companies and private equity investment firms. By integrating world-class personnel, processes, and technology, Brandon has been able to craft comprehensive value-added solutions for companies with a wide variety of business strategies. Since joining Colliers in early 1997, Brandon has gained positions of increasing responsibility. As a result, he has been a featured speaker at various conferences, including the 2007 World Outsourcing Summit presented by The International Association of Outsourcing Professionals (IAOP). Brandon has also appeared in several publications including National

Real Estate Investor, Outsourcing Journal, GlobeSt.com, Site Selection, PikeNet, CoreNet Global's-The Leader, and Smart Business. Most recently, Brandon was selected as a 2008 "Star to Watch" in Commercial Property News: Best of the Best. He has served with several faith-based, civic-oriented, and charitable organizations.

COMMUNITY LEADERSHIP

- *Gaining Christ Ministries* – Board of Directors
- *Thrive St. Louis* – Guardians of The Tree, Member
- *University of Missouri* – Davenport Society, Member
- *Bonhomme Presbyterian Church* – Stewardship Committee, Member, & Sunday School, Teacher
- *University of Missouri* – MBA Advisory Board, Member, and Finance Advisory Board, Chairman Emeritus
- *United Way* – Corporate Campaign, Chairman, and Alexis de Tocqueville Society, Member
- *Ministries@Work* – Chairman of the Board of Directors

EDUCATION

University of Missouri, MBA

University of Missouri, BSBA Finance and Real Estate, Summa Cum Laude

LISA R. MANN, Vice Chairman and Chief Marketing Officer

Lisa is responsible for all informational, marketing, and collateral material necessary for the day-to-day running of Ministries@Work and all materials needed to support the vision and growth of Ministries@Work.

Currently, Lisa is a homemaker, raising three children. Lisa is an active volunteer with the families' home church, Bonhomme Presbyterian, and is a freelance writer, graphic artist, and marketing consultant for various faith-based organizations. Prior to staying home with her children, Lisa was a project manager for Direct Impact, a St. Louis-based direct marketing company, helping to design and integrate their job-trafficking system. Before her role at Direct Impact, Lisa served as project manager for Influence, LLC (an integrated web marketing and public relations company), and was also the creative account executive for National Systems, Inc. (a manufacturer to dealer, internal advertising service) on the Mercedes-Benz account. During her early career, she was also a Public Relations Specialist for the USDA Department of Natural Resources, Soil Conservation Service.

COMMUNITY LEADERSHIP

- *Thrive St. Louis* – Guardians of the Tree, Member
- *Pregnancy Resource Centers (a division of Thrive St. Louis)* – marketing volunteer

- *In-Laws, In Love Ministry* – volunteer graphic artist and marketing consultant
- *University of Missouri* – Davenport Society, Member
- *Bonhomme Presbyterian Church* – Christian Education Committee Member; Sunday School Teacher; Marketing Committee Volunteer; VBS volunteer; Community Outreach Committee, Thrive St. Louis Liaison; Visionary Parenting Leader and Volunteer
- *Bonhomme Church Nursery School* – Board, Chairman
- *United Way* – Alexis de Tocqueville Society, Member
- *Kirk Christian Day School* – Room Mother, Volunteer
- *Ministries@Work* – Vice Chairman of the Board of Directors

EDUCATION

University of Missouri, School of Journalism, Bachelor of Journalism degree in Advertising, Magna Cum Laude

DAVID L. STEWARD, Board Member

Steward founded World Wide Technology, Inc. (WWT) in 1990 with four people in a 4,000-square-foot office space. WWT specializes in helping customers rapidly build and deploy technology infrastructure in a timely, cost-effective manner. Now, fifteen years later, David Steward's company is approaching \$3 billion in revenue as the company continues to grow and thrive. Recognized as one of the fastest-growing firms in the nation, WWT has earned the honor from Black Enterprise magazine as the largest African American-owned business since 2000. It was the first time a technology company had ascended to the top of that list. David Steward's company has also been recognized nationally by Government Computer News and Washington Technology as a top minority technology contractor and was named "Company of the Year" by Black Enterprise Magazine.

Steward also authored the book that is being utilized to facilitate the Biblical Business Training.

COMMUNITY LEADERSHIP

100 Most Influential Black Americans - Ebony Magazine
 Small Business Hall of Fame Inductee - SBA
 America's 14th-Best Entrepreneur - Success Magazine
 Technology Entrepreneur of the Year - Ernst & Young
 Business Person of the Year - St. Louis Sentinel
 Entrepreneur of the Year - National Society of Black Engineers
 United Way of Greater St. Louis - serves both on the Executive Committee and as the Campaign Chair

In addition, he is on the board of more than a dozen charitable and civic organizations, including Ministries@Work. Dedicated to serving others, he conducts a Sunday school class for business people to help them focus on how to succeed in today's highly competitive world without compromising Christian values.

David Steward says, "We've been extremely blessed," and credits his success to his faith in God, as he has built his business based on principles from the Bible. David Steward wants others to take note of WWT's success, so they too can emulate the same positive message: a faith-based workforce is a major competitive advantage.

GREG SCHUSTER, Board Member

Senior Vice President, Principal
Colliers Turley Martin Tucker Corporate Solutions
721 Emerson Road, Suite 300
Creve Coeur, MO 63141

Greg Schuster currently serves as an Account Executive for Colliers Turley Martin Tucker's Corporate Solutions group. Mr. Schuster's responsibilities in this role include the development and management of services that CTMT offers to multiple corporate clients. He manages a team of professionals responsible for providing transaction management, project management, and portfolio administration services to many of the nation's most prominent retail and office portfolios.

Mr. Schuster also leads the firm's business development efforts with national retail and turn-key clients.

Clients Served	Allstate Insurance, Audax Group, AutoZone, Benjamin Moore & Company, Bruegger's Enterprises, Charter Communications, Domino's Pizza, Edward Jones Investments, H&R Block, Medicine Shoppe International, Medicap Pharmacies, National Vision, Procter & Gamble, Russell Stover, Sprint/Nextel, Sun Capital, TLC Vision, TrueBlue
Education	University of Missouri – Columbia, MO B.S. - Finance and Banking
Industry Achievements	Certified Commercial Investment Member (CCIM) Licensed Real Estate Salesperson - Missouri Real Estate Commission Member – International Council of Shopping Centers CTMT Frederic B. Martin Award
Community Involvement	MU Trulaske College of Business – Finance Advisory Board

Rainbow Village, St. Louis, MO - Executive Committee & Board of
Directors

Living Water Academy, Wildwood, MO – School Board

Ministries@Work, St. Louis, MO – Board of Directors

GARY DOLLAR, Board Member

Gary Dollar is president and CEO of the United Way of Greater St. Louis.

He directs United Way's support of more than 200 vital health and human service agencies that help more than a million people in 16 counties in Missouri and Illinois. Gary joined United Way's campaign division in 1985; he was named the organization's president and CEO in 2001. Gary is also active in the community. He is a board member of the St. Louis Regional Chamber and Growth Association—also known as RCGA and of Ministries@Work. In addition, Gary serves on the Dean's Professional Advisory Committee of the George Warren Brown School of Social Work and the Mayor's Commission on Children, Youth and Families.

Ministries at Work, Inc.
27-0392335
Exhibit 8

CONFLICT OF INTEREST POLICY

Article I
Purpose

The purpose of the conflict of interest policy is to protect Ministries at Work, Inc.'s (the "Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II
Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b) A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III
Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and member of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts of Interest Policy

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts or interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclosure.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV
Records and Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V
Compensation

- a) A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI
Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflicts of interest policy,
- b) Has read and understand the policy,
- c) Has agreed to comply with the policy, and
- d) Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII
Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b) Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII
Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

This policy has been adopted by the Organization through approval of the officers.

Ministries at Work, Inc.

EIN 27-0392335

Exhibit 9

Part VI, Lines 1a and 1b

Your Members and Other Individuals and Organizations That Receive Benefits From You

1a. In carrying out your exempt purposes, do you provide goods, services, or funds to individuals? If "yes," describe each program that provides goods, services or funds to individuals.

Yes. Ministries@Work provides services to individuals. Ministries@Work exists to enable professionals to apply Biblical principles to their lives at work, with the goal of assuring that their Christian faith becomes a practical and sustainable aspect of their professional lives. The primary vehicle for Ministries@Work is Biblical Business Training (BBT). These are meetings (Bible studies), which are led by a group leader, who coordinates the meeting time and distributes an agenda for the upcoming session. The group leader is supported by Ministries@Work with structured agendas, materials and curriculum to effectively lead their group, as well as access to other vital Christian resources for group members if needed.

1b. In carrying out your exempt purposes, do you provide goods, services, or funds to organizations? If "yes," describe each program that provides goods, services or funds to organizations.

Yes. Ministries@Work will provide services to organizations through speakers' series, university lectures, pastoral conferences, mission conventions, etc with the goal of enabling professionals to apply Biblical principles to their lives at work – helping them make their Christian faith a practical and sustainable aspect of their professional lives.

Ministries at Work, Inc.
27-0392335
Exhibit 10
Part VIII, Lines 4a and 4d

The Organization will undertake various fundraising efforts to support its mission. These efforts include mail solicitations, email solicitations, personal solicitations, phone solicitations, accepting donations on our website, and receiving donations from another organization's website. These efforts may change from year to year depending on the availability of volunteers and the best use of their time in raising money. The fundraising will be conducted in the state of Missouri for the sole purposes of Ministries at Work, Inc. In the future, fundraising and donation solicitations may be performed in other states of the United States of America.

Ministries at Work, Inc.

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Exhibit 11

Part VIII, Line 11

Ministries at Work, Inc. will accept contributions of real property, works of music or art, or collectibles to further the exempt purpose. These items will be either sold or donated to further the exempt purpose of the organization. The donations will be unusual in nature for the organization since most donations received are expected to be directly related to the programs in the form of cash, check, credit card and/or program related in-kind donations.

Ministries at Work, Inc.

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Exhibit 12

Part X, Line 7

The organization may receive unusual grants in form of unusual in-kind donations as listed on Exhibit #11 and/or bequests, gift trusts, legacies and endowments. These would be considered unusual in nature for the Organization. At this time, the Organization has not received any donations or grants that are considered unusual.

Ministries at Work, Inc.

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Exhibit 13

Part VIII, Line 10

The organization may publish, own, or have rights to intellectual property related to its course materials for the Biblical Business Training and other programs of the organization. The agendas for the Biblical Business Training are considered intellectual property of the Organization. The organization will own any copyrights, patents, or trademarks. Fees may be charged for book sales and other developments such as the Biblical Business Training agendas. The items will be produced by the employees, board of directors, and volunteers of the organization. The items will also be distributed as part of the programs of the organization. At this time, the organization has not published, does not own, and does not have rights to any intellectual property except for the Biblical Business Training Agendas.

Ministries at Work, Inc.

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Exhibit 14

Part IX Financial Data

Other Expenses

	7/1/09-6/30/10	7/1/10-6/30/11	7/1/11-6/30/12
Employee benefits	2,500	30,000	42,000
Program curriculum	800	10,000	36,000
Program promotion	700	8,000	28,800
Marketing	200	2,000	7,200
Program travel	1,500	18,000	18,000
Supporting services travel	1,500	18,000	18,000
Program mileage	300	3,000	3,000
Supporting services mileage	300	3,000	3,000
Computers and related equipment	1,100	13,600	13,600
Program supplies	200	1,920	1,920
Supporting services supplies	-	480	480
Miscellaneous	-	-	2,000
	<u>9,100</u>	<u>108,000</u>	<u>174,000</u>

Ministries at Work, Inc.

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Exhibit 15

Part V, Line 8

The Organization may enter into a written lease agreement for rental of office space in the home of the Chair and Vice Chair. Terms will be approved by the entire board and will be based upon prevailing rental rates for similar space. Currently, there are no signed leases, contracts, loans or other agreements relating to such arrangements.

Ministries at Work, Inc.

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Exhibit 16

Part V, Line 6a

The Organization may issue discretionary bonus to employees. Any employee of the Organization could be eligible for a discretionary bonus. Any such bonuses will be at the discretion of and approved by the Board of Directors. In the determination of any discretionary bonus, the Board of Directors will evaluate that the organization is paying no more than reasonable compensation for services through salary compensation reports or other comparison mediums.