

Denominational Departure Document Checklist

Leaving a denomination is a complicated process. Success depends largely on careful preparation and planning.

As you embark on this journey, you will want to take the time to locate the documents described below and provide them to your attorney. The information will help your attorney work with you to produce an optimal plan for your departure out of the denomination and into a new entity, and if necessary, to create a new entity for your church.

To engage the experienced church property attorneys of Dalton & Tomich, PLC to guide you through this process, please gather these documents and send them to Dan Dalton at ddalton@daltontomich.com. If you have questions about the process or why these documents are necessary, contact Dan at 313.859.6000.

- Deeds to all of the real property or the addresses of the property to run title
- Bylaws and articles of incorporation – both the current and previous version(s)
- Minutes of any meetings from the Church and/or School when the bylaws, deeds and articles were amended
- Minutes of meetings of the board of the Church and/or School for the past five years
- Correspondence with the conference about leaving the denomination
- Budgets for the past five years for both the Church and/or School
- Endowments, bank accounts, investment accounts – currently open – for the Church and/or School
- Any type of insurance policies for directors and officers of the Church and/or School
- Charge conference reports provided to the Annual Conference for the past decade
- Any outstanding loan documents or mortgages
- Any other information that you think would be helpful to show a separation between the Conference, the School and the Church

Once completed, please send the documents and any questions to:

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