

*Emerson New Thought Center, Inc.*  
(ENTC)

**Requirements for Spiritual Centers and Churches**

As an ENTC spiritual center or church affiliate we agree to the following (responsibilities):

- Mail, fax or email to the ENTC Senior Minister a monthly financial report showing income and detailed expenditures within 30 days of the end of each month. (Please generate a monthly report even if there is minimal or no income/expense for the month.) Please be specific regarding stipends paid to each individual (including oneself) by noting the amount paid and to whom.
- For centers and churches located in California – notify the ENTC Senior Minister in writing the name, address and social security number of any individual paid \$600 cumulatively within each year, within 10 days of the time the individual's pay reaches \$600.
- Mail, fax or email to the ENTC Senior Minister a list of everyone who received payments of over \$600 or more within the past year, including the amount paid, the address and the social security number of each individual no later than January 20 of the next year.
- Mail, fax or email to the ENTC Senior Minister a list of Ministers, Practitioners and other teachers under the supervision of the head minister within 60 days of becoming an ENTC Affiliate, and within 60 days of adding or deleting such people.
- To open a church or center bank account, approval must be obtained from the ENTC Senior Minister. The name and address of the bank, the name on the account, the account number and everyone authorized to sign on the account must be submitted to the ENTC Senior Minister when the account is opened. Arrangements must be made to add Rev. Angelo Pizelo or Rev. Bob Hand as signees on the account. If you have difficulty with your bank regarding this you should contact the ENTC office with further instructions.
- Never purchase property or hire employees (as opposed to independent contractors) without the expressed written consent of the ENTC Senior Minister.
- Provide a copy of liability insurance for any property rented for the center or church (unless you are renting space by the hour or the day).

I, the undersigned, certify that I am authorized to be the church or center representative and that I have read, understand and agree to abide by the requirements listed above. I understand that if I fail to follow any of these requirements, within the sole judgment of the Board of Directors of ENTC, the spiritual center or church will be terminated as an ENTC Affiliate and the bank will be notified that the church/center can no longer have an account under ENTC's nonprofit status.

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Signature

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Date

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Church or Center Name