

# Checklist of Required Documents

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Organizations that choose to apply (or reapply) for RSO status with The Lutheran Church—Missouri Synod must submit current copies of the following documents for review:

## LCMS Forms *(enclosed)*

- ☐ RSO Application Form
- ☐ District President Statement Form *(to be completed and returned separately by district president)*

## Your Organization's Documents

- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ Current mission/purpose/vision statement
- ☐ IRS 501(c)(3) determination letter
- ☐ Most recent annual report
- ☐ List of board members and their church body affiliations
- ☐ Brief summary of the history of the organization
- ☐ Description of organizational structure/organization chart
- ☐ List of office locations (of those that are not locations of separately incorporated entities)
- ☐ List of rostered church workers on staff
- ☐ List of other affiliations, such as churches, schools, United Way, etc.
- ☐ Description of services and/or programs offered by the organization
- ☐ Summary of connections/relationships/partnerships with LCMS districts, congregations, schools, universities, and/or auxiliaries
- ☐ Optional:
  - o Strategic plan
  - o Brochures/other promotional material
  - o Newsletters/other publications

**Mail completed RSO Application Form and other required documents to:**

Office of the Secretary • The Lutheran Church—Missouri Synod  
1333 S. Kirkwood Road • St. Louis, MO 63122-7295 • 800-248-1930