

# 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

Note: The LCMS agency to which an inquiring organization is assigned may have additional policies or criteria for granting RSO status. The organization will be notified if that is the case.

**Completed RSO application form and copies of organization's documents should be returned to:**

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