**Church Merger Information Sheet for Conference Offices**

To merge two congregations into one Society, there are several decisions that need to be made:

* Will Church A and Church B merge to create Church C (meaning there will be a new EIN, new name, new incorporation), or will one of the churches be absorbing the other, using their EIN, name, and incorporation?
* What will happen to unused property and assets? Will the new church retain ownership, or will the Conference?

When two churches merge into one church, the FMC-USA needs to be made aware. You can do this by filling out our Church Merger form [here](https://fmcusa.formstack.com/forms/church_information_submission_form).\* (Click on the form entitled “Merged Church”)

\*The FMC-USA will need:

* Local BOA Minutes approving the merger *from both churches*
* Conference BOA Minutes approving the merger
* An official date that the merger has or will become effective

Once the merger has officially happened, decisions will need to be made about any unused property:

* Will all properties between the two previous churches be utilized in some way by the new church? If so, how?
* If not, who will retain ownership of the property (the local church or the Annual Conference)? Even if this property is to be sold, you will need to know the answer to this question to determine who receives the funds from the sale. This will also determine which leadership board is represented.
* If property will be sold, please remember to apply for a [Release to Sell](https://legal.fmcusa.org/article/release-to-sell-with-requirements/) with plenty of time before your closing date.

**Helpful Hints**

* The FMC-USA strongly recommends that the dissolved church(es) do not close their EIN until they are certain that no more gifts will be coming in through that entity, to ensure continued tax exemption status.
* For information on Incorporating your church, see our [[Church Incorporation FAQ Sheet here.](https://fmcna1-my.sharepoint.com/personal/elizabeth_goodberry_fmcusa_org/Documents/Desktop/Articles%20of%20Incorporation/Q%20%20A%20on%20Church%20Incorporation%20v.31%20%28003%29.pdf)](https://fmcna1-my.sharepoint.com/%3Aw%3A/g/personal/elizabeth_goodberry_fmcusa_org/ETtwhhm4UblMn4qDs2ERIYgB2DghSZR-SkHFxOwz0e53DQ) All Free Methodist Churches (once they reach Fellowship or Society status) must be incorporated.
* All Free Methodist Churches (once they reach Society status) must have their own church insurance. Please en-sure that your new church is in-sured properly. For more information on the FMC-USA’s requirements for church insurance, click [[here](https://fmcna1-my.sharepoint.com/%3Aw%3A/g/personal/elizabeth_goodberry_fmcusa_org/EdcS6fC9D0VIj2Q7UFj6loYBgbGqCBqZV5WookgCRqAe0A)](https://fmcna1-my.sharepoint.com/%3Aw%3A/g/personal/elizabeth_goodberry_fmcusa_org/EdcS6fC9D0VIj2Q7UFj6loYBgbGqCBqZV5WookgCRqAe0A).

If you have any questions, please don’t hesitate to call the number at the bottom of this page!