

Post-Bostock CHECKLIST for 501(c)(3) entities

<u>YES</u>	<u>NO</u>	<u>?</u>	
___	___	___	We have read the White Paper, " How A Church or Ministry Can Hire Only Employees Who Share the Tenets of Its Faith ", published by the Church & Ministry Law Group of Schmitt Schneck Casey Even & Williams, P.C.; available at: https://mcusercontent.com/11fa4d5f82b7a5748aa4f4b2d/files/f997efa3-978b-4bfb-80cf-75930459c1d0/How a church or ministry can hire only employees who share the tenets of its faith.pdf
___	___	___	We have reviewed our church's/ministry's Statement of Faith, Tenets of Faith , and similar documents for compliance with the principles listed in the White Paper.
___	___	___	We have reviewed our church's/ministry's Articles of Incorporation, Bylaws, Employee Handbook/Manual, Employment agreements, Volunteer agreements, and similar documents for compliance with the principles listed in the White Paper.
___	___	___	We currently have or are in the process of creating a Standards of Conduct , a Personal Conduct , a Marriage, Gender, and Appropriate Behavior , a Statement of Beliefs Regarding Marriage, Gender, and Sexuality policy statement, and/or similar policy statements.
___	___	___	In all recruitment advertisements (print and/or online), we inform applicants that a term and condition of employment is agreeing to abide by our Statement of Faith, Tenets of Faith , and/or related policy statements.
___	___	___	On our application for employment form (print and/or online), we inform applicants that a term and condition of employment is agreeing to abide by our Statement of Faith, Tenets of Faith , and/or related policy statements.
___	___	___	Within each Offer Letter, we inform the person to whom the offer is made that a contingency upon which the offer is made is his/her agreeing to abide by our Statement of Faith, Tenets of Faith , and/or related policy statements.
___	___	___	In the Acceptance section of each Offer Letter, the person to whom the offer is made signs/attests that he/she understands that the offer is made contingent upon his/her agreeing to abide by our Statement of Faith, Tenets of Faith , and/or related policy statements and agrees to do so.
___	___	___	On our application for employment form (print and/or online) for Volunteers, we inform applicants that a term and condition of volunteering at our church/ministry is agreeing to abide by our Statement of Faith, Tenets of Faith , and/or related policy statements.
___	___	___	Within each Offer Letter to a Volunteer, we inform the person to whom the offer is made that a contingency upon which the offer is made is his/her agreeing to abide by our Statement of Faith, Tenets of Faith , and/or related policy statements.
___	___	___	In the Acceptance section of each Offer Letter to a Volunteer, the person to whom the offer is made signs/attests that he/she understands that the offer is made contingent upon his/her agreeing to abide by our Statement of Faith, Tenets of Faith , and/or related policy statements and agrees to do so.