

DIOCESAN GUIDELINES FOR:
CERTIFICATE FOR FORMATION (INCORPORATION DOCUMENTS) AND BYLAWS
FOR PARISHES, MISSIONS, SCHOOLS, INSTITUTIONS AND ENDOWMENT FUNDS
(FOR NEW AND/OR AMENDING EXISTING DOCUMENTS)

*Calls for assistance in creating new documents and/or amending existing documents **are directed to Rochelle Childers in the Financial Services Department, not to the Bishop's office.** To obtain the **approval signature of Bishop Doyle**, the following steps need to be followed:

1. **Diocesan Approved Templates are available** for the Certificate of Formation and Bylaws **for all entities except *Institutions and Endowment Funds***, our office provides “**sample documents**” as **guidelines**. To obtain **templates and/or samples** contact Ashley Mendez, Executive Assistant to Linda Riley Mitchell, Chief Financial Officer, at 713-353-2116 or by email amendez@epicenter.org.
2. The Certificate of Formation Template, **under Article V**, will show **the registered office** of the Corporation as, **1225 Texas Ave., Houston, Texas 77002**, and **the registered agent** as the **Protestant Episcopal Church Council of the Diocese of Texas**. This information remains the same.
3. **Prior to the approval signature of the Bishop**, our office will need to receive **one draft** of the Certificate of Formation and/or Bylaws, emailed to Ashley Mendez at amendez@epicenter.org, or by fax 713-521-2218. If amending either the Certificate of Formation and/or Bylaws, a **redline draft** needs to be emailed to Ashley Mendez. These drafts will be reviewed in-house then to the diocesan Chancellor for further review, comments and final approval.
4. **Certificate of Formation:** Upon the diocesan Chancellor's approval, a request will be made for **three executed originals** to be mailed to Ashley Mendez, Diocesan Office, 1225 Texas Ave., Houston, Texas 77002, **for the approval signature of the Bishop**. After these documents are signed, two originals will be returned with a cover letter giving filing instructions with the Office of the Secretary of State, and one original is retained by the diocesan office for the incorporation files.
5. Upon confirmation that the Certificate of Formation has been filed and recorded with the state, a **Nonprofit Periodic Report** will be mailed **every four years** to the Registered Agent (**see paragraph #2**), to confirm and/or update the information of the entity. This report is required by law under Article 13969.01, Texas Nonprofit Corporation Act.
6. **Bylaws:** Upon the diocesan Chancellor's approval, a request will be made for **two executed originals** to be mailed to Ashley Mendez, Diocesan Office, 1225 Texas Ave., Houston, Texas 77002 **for the approval signature of the Bishop**. After these documents are signed, one original will be returned to the sender for their records, and one original will be retained by diocesan office for the incorporation files.