

**Empowering Global Ministries 4 Kingdom Building LLC
Consultation Questionnaire
Aligning Spiritual Mission with Operational Excellence**

SECTION 1 — MINISTRY INFORMATION

1. Ministry / Church Name: _____

2. Denomination or Affiliation (if applicable): _____

3. Ministry Address: _____

4. Website (if applicable): _____

5. Primary Contact Person:

Name: _____

Title/Role: _____

Phone: _____

Email: _____

SECTION 2 — MINISTRY OVERVIEW

6. Briefly describe your ministry's mission and primary areas of work:

7. How long has your ministry been established?

- Less than 1 year
- 1–5 years
- 6–10 years
- 10+ years

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8. Current average weekly attendance (if applicable):

- Under 50
- 50–150
- 150–300
- 300+
- Not applicable

SECTION 3 — GOVERNANCE & ADMINISTRATION

9. Does your ministry currently have:

- Bylaws?
 - Yes
 - No
 - Unsure
- A functioning board or leadership council?
 - Yes
 - No
 - Needs restructuring
- Documented policies and procedures?
 - Yes
 - No
 - Partially

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10. What administrative or governance challenges are you currently facing?

SECTION 4 — LEGAL & COMPLIANCE STATUS

11. Is your ministry incorporated?

- Yes
- No
- Unsure

12. Do you have 501(c)(3) status?

- Yes
- No
- In progress
- Unsure

13. Are you up to date with IRS and state compliance filings?

- Yes
- No
- Unsure

14. What legal or compliance concerns prompted you to seek assistance?

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SECTION 5 — RISK MANAGEMENT & OPERATIONS

15. Do you currently have:

- Written financial controls?
 - Yes
 - No
 - Needs updating
- Volunteer or youth protection policies?
 - Yes
 - No
 - Needs development
- Insurance coverage appropriate for ministry operations?
 - Yes
 - No
 - Unsure

16. Are there any recent incidents, concerns, or risks we should be aware of?

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SECTION 6 — SUPPORT NEEDED

17. What areas of support are you seeking? (Check all that apply)

- Incorporation / 501(c)(3)
- Bylaws & governance documents
- Board training
- Administrative systems
- Legal compliance guidance
- Risk management
- HR / employment compliance
- International ministry compliance
- Other: _____

18. What is your desired outcome from working with us?

SECTION 7 — REFERRAL & FOLLOW-UP

19. If your matter requires legal expertise beyond our scope: We may refer you to a qualified legal professional or collaborate with another legal outlet. Would you like us to remain involved throughout the resolution process?

- Yes
- No

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20. Preferred method of follow-up:

- Phone
- Email
- Virtual meeting
- In-person meeting (if applicable)

SECTION 8 — ADDITIONAL INFORMATION

21. Is there anything else you would like us to know before your consultation?

SECTION 9 — RETAINERS FEE AND CONTRACT

22. If you choose to employ Empowering Global Ministries 4 Kingdom Building LLC after your initial consultation, we will request a retainer fee along with a formal Contract of Services. This contract will clearly outline:

- The specific services we will be performing
- The scope of work
- The timeline
- The associated costs

No work will begin until the retainer fee has been received and the contract has been signed by all parties. This ensures clarity, accountability, and mutual agreement before any services are rendered.

Email the completed form to info@empowering-global-ministries-4-kingdom-building-llc.org