

NEW MINISTER APPLICATION PROCESS

Each new minister applicant must submit the following two forms through their endorsing church:

1. Minister's Registration Card:



FCA MINISTER'S REGISTRATION CARD

Please complete this form and send to your Endorsing Church for signature. The Endorsing Church will then forward it to the FCA office with the payment fee. Please print names with last initial except an abbreviation should appear in the annual FCA directory.

Name _____ State/Province (____) _____
 Last Name _____
 First Name _____
 Surname _____
 Title _____
 Home Address _____
 City _____ Province _____ Postal Code _____
 Telephone _____
 Home Email _____ Church Phone (____) _____
 Full Church address including postal code _____

Date of Ordination/Licensure or Commissioning _____
 (Please send a copy of your ordination or license or license along with your application.)
 (Send previous attempts/previous copies of registration.)
 (If you are not currently registered with the provincial government to perform marriage do you wish to be registered?)
 (This requires an affidavit of your pastor or pastor/elder or pastor/lay leader.)

By signing this registration card I am agreeing to follow the statement of faith and all policies and procedures of the FCA as outlined in the FCA handbook, and as listed on the FCA website. <http://www.fcaministers.com/press-release>

Signature of Minister: _____

ENDORING CHURCH

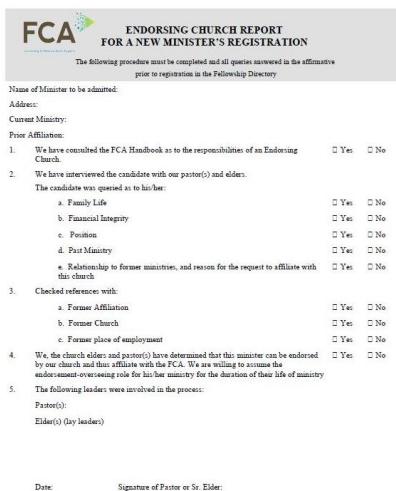
Name of Church _____
 Address _____
 City _____ Province _____ Postal Code _____

We endorse the above named person as a **probable** **ORDAINED/LICENCED minister or COMMISSIONED MISSIONARY** of the Gospel and agree: one pastor to maintain an ongoing relationship of support and offer of spiritual oversight with him/her.

Please sign and Print the names of each official below:

Pastor: _____
 Church Official: _____
 Church Official: _____

3. Endorsing Church Report for a New Minister Registration



FCA ENDORSING CHURCH REPORT FOR A NEW MINISTER'S REGISTRATION

The following procedure must be completed and all queries answered in the affirmative prior to registration in the Fellowship Directory.

Name of Minister to be admitted: _____
 Address: _____
 Current Ministry: _____
 Prior Affiliation: _____

1. We have consulted the FCA Handbook as to the responsibilities of an Endorsing Church. Yes No

2. We have interviewed the candidate with our pastor(s) and elders. The candidate was queried as to his/her:

a. Family Life Yes No
 b. Financial Integrity Yes No
 c. Position Yes No
 d. Past Ministry Yes No
 e. Relationship to former ministers, and reason for the request to affiliate with this church. Yes No

3. Checked references with:

a. Former Affiliation Yes No
 b. Former Church Yes No
 c. Former place of employment Yes No

4. We, the church elders and pastor(s) have determined that this minister can be endorsed by our church and thus affiliate with the FCA. We are willing to assume the endorser/mentor-oversight role for his/her ministry for the duration of their life of ministry.

5. The following leaders were involved in the process:

Pastor(s): _____
 Elder(s) (lay leaders): _____

Date: _____ Signature of Pastor or Sr. Elder: _____

ANNUAL MEMBERSHIP FEES

Ministers: \$150

*New Ministers who join part way through the year are pro-rated on a monthly basis at \$12.50 per month remaining in the year.

Spouses of registered FCA Ministers: \$100

Retired Ministers & Missionaries: \$50

Churches/Para-Churches: 1% of the annual income, excluding the building and missions fund. The minimum fee for a church is \$200 up to a maximum of \$3,000.

Annual renewal forms, generated from our database, are sent to each member on September 15th of each year and are due by November 30th. It is the responsibility of each member to ensure that their information is accurate and correct and that it is submitted with the necessary fee well in advance of the due date to their endorsing church. Renewals received after November 30th will be assessed a \$150 late fee.

All completed forms and cheques made payable to the FCA should be mailed to the address below. The option of E-transfer payment is also available.



2020 – 40th Avenue
 RED DEER, ALBERTA, T4R 0T5
 PH: (403) 341-3408
 FAX: (403) 347-4959
 EMAIL: fca@livingstones.ab.ca

APPLICATION PROCESS FOR NEW CHURCHES AND MINISTERS



FELLOWSHIP OF CHRISTIAN ASSEMBLIES
 Connecting to Advance God's Kingdom

BASIC FCA PRINCIPLES

1. A fundamental principle of the FCA is that each church registered with the fellowship is an independent autonomous body. Each church, however, does agree to adhere to the basic beliefs, principles and practices of the FCA as outlined in the FCA Handbook.
2. In order for a church to be registered with the FCA it must be endorsed by an existing FCA church to join the fellowship. This endorsement is based on a relationship established between churches and the pastors and boards of the churches.
3. Another fundamental principle is that each minister in the FCA must be accountable to a local FCA church. Each member minister of the FCA must be endorsed by a church registered with the FCA. Member ministers must therefore establish and maintain a relationship with a registered FCA church in order to join the fellowship. It behoves each minister to maintain the relationship and each church that they keep in contact with the minister(s) they endorse.
4. At previous conventions of the FCA it was decided and approved that a founding pastor of a congregation cannot be endorsed by the church he/she founded.
5. It is also important to note that a para-church organization cannot endorse, ordain or license ministers. They must defer to a local church body.
6. As part of the relational accountability principle it is expected that endorsing churches will maintain contact with the churches and ministers they endorse. They should be available to provide counsel and guidance to these churches and ministers.

NEW CHURCH APPLICATION

Each new church applicant must complete the following three forms through their endorsing church

3. An Initial Request Form:

INITIAL REQUEST FOR CHURCH OR PARA-CHURCH RECOGNITION AND LISTING IN THE ANNUAL DIRECTORY OF THE FCA

This voluntary listing does not constitute any authority or control by one church over another. Each church administers its own affairs and may withdraw its listing at any time by notifying the FCA Secretary in writing.

These forms are necessary for listing:
 1. Initial Request Form - required once
 2. Annual Church Information form - required annually
 3. Minister's Registration Card - required initially and afterwards for updating information.

Requesting Church or Para Church Organization

Full Name of Church
 Address
 Pastoral Care
 Pastor
 Date of Request
 Date of Incorporation with Province

Endorsing Church (Currently listed in the FCA Directory)

Full Name of Church
 Address
 Pastoral Care
 Pastor
 Date of Request
 Date of Incorporation with Province

1. Endorsing Church Report for a New Church Registration:

ENDORISING CHURCH REPORT FOR A NEW CHURCH REGISTRATION

The following procedure must be taken and all queries answered, in the affirmative, prior to registration in the Fellowship Directory.

Name of Church to be admitted:
 Name of Senior Pastor of Church to be admitted:
 Name of Elder(s) or Spiritual Leader(s) to be admitted:

The following steps have been taken prior to Endorsing this church:

1. We have consulted the FCA Handbook as to the responsibilities of an Endorsing Church
2. The pastor(s) and elders/leaders of both churches have met for the purpose of familiarity and endorsement
3. Our church leaders have visited the new church for a service(s) and familiarity and endorsement
4. The new church leaders have visited our church for a service(s) and familiarity
5. We have reviewed the church's:
 - a. Doctrinal Position
 - b. Values and Vision
 - c. Financial standing and accounting practices
 - d. Relational health (both internally and community wide)
 - e. Leadership Structure
 - f. Constitution
6. We, the leaders of this church, have determined that the leaders and congregation of _____ are prepared for official affiliation with the Fellowship of Christian Assemblies. They are in agreement with the statement of faith and all policies and procedures of the FCA as outlined in the FCA Handbook. We are willing to assume the endorsement role in supporting this Church as a member of the FCA.

Name of Endorsing Church:
 Senior Pastor of Endorsing Church (Print and sign):
 Elder(s) of Endorsing Church (Print and sign):
 Date:

3. Annual Information Report:

FCA ANNUAL CHURCH INFORMATION

I. Church Directory Listing
 Churches voluntarily identify themselves with other autonomous churches of the Fellowship of Christian Assemblies by being listed in the annual Directory. This does NOT constitute any authority or control over churches listed. Each church administers its own affairs. A church may withdraw its listing at any time.

Church Full Name:
 Street Address (if different than above):
 Church Pastor, PC:
 Church Pastor: Fax: Email:

II. Church Ministerial Staff
 Give the names and title (or they should appear in the Directory), and type of credentials (ordained, licensed) of each person on your staff.

Name	Position or Title	Type of Credentials/Date

Church Extension Ministers (Commissioned Ministry, Evangelists, etc.):
 Pastor:
 Pastor:

III. Evangelical Fellowship of Canada

NEW PARA-CHURCH APPLICATIONS

A para-church organization is required to submit the same forms as a church except it will substitute an 'Endorsed Church Report' for a 'New Para-Church Registration'.