

CHURCH ENDORSEMENT OF NEW MINISTERS, CHURCHES & PARA-CHURCHES

To ensure the ongoing credibility of the FCA and the health of its member churches and ministers, every church leadership team wanting to endorse other ministers, churches and para-churches need to be aware of the responsibilities and be committed to the core values of the FCA.

Church Endorsement of Ministers

Each local church must have a prescribed set of minimum standards for the licensing and ordination of ministers and commissioning of missionaries. Every minister must meet minimal licensing/ordination/commissioning requirements as set forth by the FCA. This also includes ministers who have transferred their membership from another fellowship/denomination. The following is an example of such minimum standards.

A. Licensing

Licensing may be granted to a faithful servant of God who has a proven track record in Biblical and Christian service studies, exhibits a minimum of two years of Christian service in a local church, and demonstrates promise as a faithful minister of the Gospel. Licensing is for limited ministerial practice under the tutelage of a Senior Minister and the local church.

B. Ordination

Ordination is akin to a journeyman's ticket in the trade world. This person has completed a prescribed set of studies accompanied by a certificate, a diploma, or a degree - as may be required by the local church, has served as a licensed minister for a minimum of two years, is effective in ministry, has the unanimous support of the church leadership, and is intent on continuing in ministry for life. Commissioning of Missionaries requires the same criteria as ordination. Both licensing and ordination may be accompanied by the privilege to marry as may be deemed by the endorsing church.

C. Responsibilities

1. Every local church listed with the FCA is responsible for licensing and ordaining of ministers and the commissioning of missionaries. The endorsing church is required to maintain communication with the minister for life. The integrity of the ministry of this Fellowship rests upon the diligence of the local church in this vital area.
2. A minister that is endorsed by an FCA registered church for membership is accountable to that church and its leadership.
3. The minister is accountable to keeping the endorsing church aware of his/her activities during the year.
4. Membership in the FCA is renewed annually through the endorsing church. It is the responsibility of the minister to contact the endorsing church in the early fall to ensure their membership is renewed on time. Failure to renew will result in cancellation of marriage privileges and the minister will not be listed in the directory for the following year.
5. The minister is accountable to maintain ethical conduct in line with Biblical authority and demonstrating character showing respect for the FCA and all of its members.
6. The endorsing church must register the licensed or ordained minister with the Secretary of the Fellowship with the completed prescribed forms.

D. Endorsement of Churches/Para-Churches

In order for a church/para-church to become a member of the FCA it must be endorsed by an FCA registered church.

1. A church/para-church that is endorsed by an FCA church for membership in the FCA does so out of an established relationship with that church.
2. The process to approve a church/para-church for endorsement is defined in the FCA handbook. An Endorsing Church Report for a new church/para-church must accompany the application sent to the Secretary.
3. An endorsing church may withdraw their endorsement because of ending its relationship with the FCA; or it may decide that it can no longer endorse a particular church because of a violation of the principles of the FCA or due to reasons of unbiblical doctrine on behalf of the church seeking an endorsement; the FCA endorsing church may no longer wish to continue endorsing other churches in the FCA.

E. FCA Handbook

A more comprehensive description of all of the above is found in the FCA Handbook.

Forms

All the forms required for endorsement of ministers or churches (as well as the Handbook) are available on the FCA website: www.fcaministers.com.

Your familiarity and faithful practice of these simple guidelines ensures the integrity of this Fellowship. Thank you for taking the time to read and become aware of these important guidelines.

F. The following documents are required for the endorsing of ministers, churches and para-churches:

1. For ministers:

- a. A *“Minister’s Registration Card”*
- b. An *“Endorsing Church Report for a New Minister or Previously Endorsed Minister”*
- c. A copy of the minister’s ordination, license or commissioned missionary’s certificate
- d. The yearly registration fee of \$150.00, \$100 for the spouses of registered ministers who want to be registered, \$50.00 for Missionaries and for Retired Ministers (i.e. - those 65 or older not in fulltime ministry)

2. For churches/para-church:

- a. An *Initial Request For Church and Para-Church Recognition and Listing”*
- b. An *“Annual Church Information Sheet”*
- c. An *Endorsing Church Report for a New Church/Para-church Registration”* or a *“Endorsing Church Report for a Previously Endorsed Church/Para-church Registration”*
- d. A copy of the provincial incorporation certificate
- e. The annual fee for churches. Churches are expected to follow the FCA guideline for an annual church fee of 1% of the church’s annual operating budget, not including the annual missions’ and building funds. The minimum annual church fee is \$200, to a maximum fee of \$3,000.00.



MINISTER'S REGISTRATION CARD

Please complete this form and send it to your Endorsing Church for signatures. The Endorsing Church will then forward it to the FCA office with the proper fee. Please print clearly with ink or type exactly as information should appear in the annual FCA Directory.

Name: _____ Home Phone: (____) _____
Full Given Names *Last Name*

Spouse Name: _____ Cell Phone: (____) _____
First and Last

Home Address: _____ E-mail: _____

City: _____ Province: _____ Postal Code: _____

Title: _____ Position: _____

Birthdate: _____

Serving Church: _____ Church Phone: (____) _____

Full Church address including postal code: _____

Date of Ordination/License or Commissioning: _____

***Please send a copy of your ordination or license certificate along with your application.**

Current provincial marriage license number (if applicable): _____

If you are not currently registered with the provincial government to perform marriages do you wish to be registered? _____

***this request can only be completed if we possess a copy of your ordination or license certificate.**

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: www.fcaministers.com/resources/canada

Signature of Minister: _____

ENDORISING CHURCH

Name of Church: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

We endorse the above named person as a (circle one) ORDAINED/LICENSED minister or COMMISSIONED MISSIONARY of the Gospel and express our intent 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: _____



ENDORISING 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 ministries, 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 endorsement-overseeing role for his/her ministry for the duration of their life of ministry | Yes | No |
| 5. | The following leaders were involved in the process: | | |
| | Pastor(s): | | |
| | Elder(s) (lay leaders): | | |

Date:

Signature of Pastor or Sr. Elder:



ENDORISING CHURCH REPORT FOR A PREVIOUSLY ENDORSED MINISTER 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.
2. We have interviewed the candidate with our pastor(s) and elders.
The candidate was queried as to his/her:
 - a. Family Life
 - b. Financial Integrity
 - c. Position
 - d. Past Ministry
 - e. Relationship to former ministries, and reason for the request to affiliate again with the FCA through this church
3. Checked references with:
 - a. Former Affiliation
 - b. Former Church
 - c. Former place of employment
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 endorsement overseeing role for his/her ministry for the duration of their life of ministry
5. The following leaders were involved in the process:

Name of Endorsing Church:

Senior Pastor of Endorsing Church:

Elder(s) of Endorsing Church:

Date:



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.

Three 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 _____
City Province Postal Code Telephone

Date of Request _____ Date of Incorporation with Province _____

We have established fellowship with other FCA churches and it is our intent to actively participate in the Fellowship.

By signing this registration card, we are 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: www.fcaministers.com/resources/canada

Pastor

Church Official Position

Church Official Position

After completing this section, please send the form to your Endorsing Church

Endorsing Church

(Currently listed in the FCA Directory)

Full Name of Church _____

Address _____
City Province Postal Code Telephone

Date of Request _____ Date of Incorporation with Province _____

We have established fellowship with other FCA churches and it is our intent to actively participate in the Fellowship.

By signing this registration card, we are 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: www.fcaministers.com/resources/canada

Pastor

Church Official Position

Church Official Position

After completing this section, please forward to the FCA Office: 2020 40th Ave, Red Deer, AB, T4R 0T5



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:

Mailing Address:

Street Address *(If different than above)*

City, Province, PC:

Church Phone:

Fax:

Email:

II. Church Ministerial Staff

Give the name and title *(as 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 Missionary, Evangelist, etc.)*

III. Evangelical Fellowship of Canada

1. Churches pay an annual FCA registration fee based on 1% of their annual budget (excluding building and missions fund) which includes them as a member of the Evangelical Fellowship of Canada.

IV. Church Endorsement

1. List all licensed or ordained ministers who are accountable to you as the Endorsing Church. (Ministers do not register themselves directly with the Secretary Treasurer). Their name must be submitted by an Endorsing Church. Please list all ministers endorsed by you, including ministerial staff from Part II, if applicable.
2. A *Minister's Registration Card* is required for each new minister and for anyone whose information has changed.
3. Indicate which ministers you request that the FCA Secretary register them with the Provincial Government in order that they may be permitted to perform marriages.
4. Indicate which type of credentials are held by the minister, i.e. Ordained or Licensed.

Minister Endorsed	City & Province	Credentials	Register to Perform Marriages	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
			<input type="checkbox"/> Yes	<input type="checkbox"/> No

V. Signatures of Endorsements

We endorse the above-named persons as ministers of the Gospel and express our intent to maintain ongoing relationships of support and spiritual oversight.

Pastor

--	--

<i>Church Official</i>	<i>Position</i>
------------------------	-----------------

--	--

<i>Church Official</i>	<i>Position</i>
------------------------	-----------------

VI. Fees

Church Listing	\$	
Minister's Listing	\$	

Complete and return this form to the FCA Office; 2020 40th Ave, Red Deer, AB, T4R 0T5

Note: The "Initial Listing for a Church or a Para Church Recognition and Listing" is required only if it is a first time listing. Those who renew are just to complete this form.



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 Leaders 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 a Endorsing Church | Yes | No |
| 2. | The pastor(s) and elders/leaders of both churches have met for the purpose of familiarity and endorsement | Yes | No |
| 3. | Our church leaders have visited the new church for a service(s) and familiarity and endorsement | Yes | No |
| 4. | The new church leaders have visited our church for a service(s) and familiarity | Yes | No |
| 5. | We have reviewed the church's: | | |
| | a. Doctrinal Position | Yes | No |
| | b. Values and Vision | Yes | No |
| | c. Financial standing and accounting practices | Yes | No |
| | d. Relational health (both internally and community wide) | Yes | No |
| | e. Leadership Structure | Yes | No |
| | f. Constitution | Yes | No |
| 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: