



FCA Handbook

(last updated May 26, 2020)

*Find the most recently updated Handbook and forms at www.fcaministers.com/resources/canada

Fellowship of Christian Assemblies

11449 92nd St.

Grande Prairie, AB T8X 1P4

Phone: 403-341-3408

Fax: 780-814-7222

www.fcaministers.com

FCA Administration Staff

Autumn Sellen, Executive Assistant

office@fcaministers.com

Gene Enns, Financial Administrator

finance@fcaministers.com

The physical FCA office is located at Christian Fellowship Assembly in Grande Prairie. The staff at CFA provide support for the FCA administration staff as needed.

Table of Contents

1. Introduction to the Handbook	9
1.1. Purpose.....	9
1.2. Guiding Principles.....	9
1.3. Amendments.....	9
2. Introduction to the FCA	10
2.1. Origins.....	10
2.2. The Local Church and Cooperation.....	10
2.3. Corporate Documents.....	12
2.4. Mandate.....	12
3. Overall FCA Structure	13
3.1. Realms of the FCA.....	13
3.2. Further Detailed Visual.....	13
4. FCA Global	15
4.1. Current National Entities.....	15
4.2. Recognizing A National Entity.....	15
4.2.1. Conditions.....	15
4.2.2. Process.....	15
4.2.3. Implications.....	15
4.2.4. Derecognition.....	15
4.3. FCA International.....	16
4.4. Memberships and Foreign Nations.....	16
5. FCA Canada	17
5.1. FCA Churches.....	17
5.2. FCA Parachurches.....	17
6. FCA Corporation & Membership	18
6.1. Endorsement.....	18
6.1.1. Definition of Endorsement.....	18
6.1.2. Qualifications of an Endorsing Church.....	18

6.1.3. Responsibilities of the Endorsing Church	18
6.1.4. Responsibilities of the Endorsed Minister/Ministry	19
6.1.5. Loss of Endorsement Privileges	19
6.2. Obtaining Membership as a Minister	19
6.2.1. Basic Requirements for FCA Membership	19
6.2.2. Obtaining Membership	20
6.2.3. Licensing	20
6.2.3.1. <i>Criteria for Licensing</i>	20
6.2.3.2. <i>Conferring the License</i>	21
6.2.4. Ordination	21
6.2.4.1. <i>Criteria for Ordination</i>	21
6.2.4.2. <i>Conferring the Ordination</i>	22
6.2.5. Grandfathered Ministerial Recognition	22
6.2.6. Transfer of Ordination or Licensing from Another Denomination or Fellowship	22
6.2.7. Reviving a Terminated FCA Membership	23
6.2.8. Special Designations	23
6.2.9. Registration to Perform Marriages	24
6.2.10. Minister Membership Privileges	25
6.3. Obtaining Membership as a Ministry	25
6.3.1. Requirements for Membership	25
6.3.2. Registration	25
6.3.3. Ministry Membership Privileges	26
6.4. Incomplete Registrations	26
6.5. Membership Interruptions	27
6.5.1. Initiating Membership Interruptions	27
6.5.2. Inactive Membership	27
6.5.3. Membership Suspension	27
6.5.3.1. <i>Reasons for Suspension</i>	28
6.5.3.2. <i>Effects of Suspension</i>	28
6.5.3.3. <i>Suspension Process</i>	28
6.5.3.4. <i>Suspension Review</i>	28
6.5.4. Ceasing of Membership	29
6.5.4.1. <i>Voluntary Withdrawal</i>	29

6.5.4.2. Failure to Renew	29
6.5.4.3. Unbiblical Practices or Teachings	29
6.5.4.4. Removal of Endorsement	29
6.5.4.5. Failure to Meet Requirements	29
6.6. Annual Membership Renewal	29
6.6.1. Renewal Process	29
6.6.2. Completing Your Renewal	30
6.6.3. Timeline	30
6.7. Finding a New Endorsing Church	30
6.7.1. Reasons	30
6.7.2. Procedures When the Endorsing Church Initiates	31
6.7.3. Procedures When the Member Initiates	31
6.8. Membership Voting Rights	31
6.9. Membership Fees	32
6.9.1. Membership Fee Schedule	32
6.9.2. Special Financial Arrangements	33
6.10. Annual Conventions	34
6.10.1. Purpose	34
6.10.2. Time and Location	34
6.10.3. Attendance	35
6.10.4. Convention Subsidies and Bursaries	35
6.10.5. Convention Planning	35
6.10.6. Envisioning Meetings	35
6.10.7. Annual Business Meetings	35
7. FCA Organization	37
7.1. FCA Board	37
7.2. Administrative Support	37
7.2.1. Administrative Support Positions	37
7.2.2. Communications Policy	37
7.3. Board Committees	37
7.3.1. Definition	37
7.3.2. Establishment	38

7.3.3. Committee Member Qualifications	38
7.3.4. Current Standing Committees	38
7.3.5. Dissolution	39
7.4. Fellowship Commissions	39
7.4.1. Definition	39
7.4.2. Establishment & Appointment	39
7.4.2.1. Methods of Establishment	39
7.4.2.2. Commission Appointments	40
7.4.2.3. Commission Accountability	40
7.4.3. Removal from Office	40
7.4.3.1. Reasons for Removal	40
7.4.3.2. Procedure	40
7.4.3.3. FCA Elder Facilitation	40
7.4.4. Fellowship Pastor	41
7.4.4.1. Purpose	41
7.4.4.2. Qualifications	41
7.4.4.3. Responsibilities	41
7.4.4.4. Appointment	41
7.4.4.5. Term of Office	41
7.4.4.6. Remuneration & Expenses	42
7.4.5. Regional Coordinators	42
7.4.5.1. Purpose	42
7.4.5.2. Qualifications	42
7.4.5.2.1. Required Qualifications.....	42
7.4.5.2.2. Expected Qualifications.....	42
7.4.5.2.3. Exceptions	42
7.4.5.3. Responsibilities	42
7.4.5.4. Appointment	43
7.4.5.4.1. Procedure.....	43
7.4.5.4.2. Fellowship Pastor Facilitation	43
7.4.5.5. Term of Office	43
7.4.5.6. Remuneration	43
7.4.5.7. Associate Regional Coordinator	43

7.4.5.8. Regional Coordinators and Endorsing Churches	44
7.4.5.8.1. Endorsing Church	44
7.4.5.8.2. Regional Coordinator	44
7.4.5.8.3. Both	44
7.4.5.9. Current National Regions	44
7.4.5.10. Adding a Region	45
7.4.5.10.1. Reasons	45
7.4.5.11. Other Adjustments to Regions	45
7.4.6. Missions Coordinator	45
7.4.6.1. Purpose	45
7.4.6.2. Qualifications	45
7.4.6.3. Responsibilities	45
7.4.6.4. Appointment	46
7.4.6.5. Term of Office	46
7.4.6.6. Remuneration	46
7.4.7. Prayer Coordinator	46
7.4.7.1. Purpose	46
7.4.7.2. Qualifications	46
7.4.7.3. Responsibilities	46
7.4.7.4. Appointment	46
7.4.7.5. Term of Office	46
7.4.7.6. Remuneration	47
7.5. Fellowship Collaborations	47
7.5.1. Definition.....	47
7.5.2. Establishment.....	47
7.5.3. Current Collaborations.....	47
7.5.4. Dissolution of Collaboration	47
8. FCA Board	48
8.1. Composition	48
8.2. FCA Elders/Directors	48
8.2.1. Qualifications	48
8.2.2. Responsibilities	48

8.2.3. Appointment	49
8.2.4. Terms of Office	49
8.2.5. Remuneration	49
8.3. Removal from Office	49
8.3.1. Scenarios	49
8.3.2. Reasons for Removal	49
8.3.3. Leave of Absence.....	49
8.3.4. Removal of an Elder by Board Initiative.....	50
8.3.5. Elder Emeritus	50
8.3.5.1. <i>Definition</i>	50
8.3.5.2. <i>Qualification</i>	50
8.3.5.3. <i>Recognition</i>	50
8.3.5.4. <i>Recognized Elders Emeriti</i>	51
8.4. FCA Officers	51
8.4.1. Appointment	51
8.4.2. Term of Office.....	51
8.4.3. Remuneration	51
8.4.4. Removal of an Officer	51
8.4.5. Chair.....	52
8.4.5.1. <i>Qualifications</i>	52
8.4.5.2. <i>Responsibilities</i>	52
8.4.6. Vice-Chair	52
8.4.7. Secretary.....	52
8.4.7.1. <i>Qualifications</i>	52
8.4.7.2. <i>Responsibilities</i>	52
8.4.8. Treasurer	53
8.4.8.1. <i>Qualifications</i>	53
8.4.8.2. <i>Responsibilities</i>	53
8.5. Board Meetings	54
8.5.1. Frequency	54
8.5.2. Content	54
8.5.3. Recording Secretary	54
8.6. Current FCA Board Members	54

1. Introduction to the Handbook

1.1. Purpose

This handbook provides FCA members with information related to the history, structure, policies, and procedures of the Fellowship of Christian Assemblies of Canada. This handbook is not the constitution or bylaws of the FCA (available separately); however, in many places it expands on what is in the constitution or bylaws.

1.2. Guiding Principles

The following documents and principles are foundational to this handbook:

- The primacy of Scripture
- The facilitation of biblical ministry within the FCA
- The fellowship of churches and ministers
- The local church as the endorsing body
- The Constitution and mandate of the FCA
- The legal foundations of the Corporation (i.e. *Canada Not-for-profit Corporations Act*, Articles and bylaws)
- Flexibility where needed

1.3. Amendments

This handbook is regularly updated as the external and internal dynamics that the FCA faces change.

Amendments will typically involve the following considerations:

- a. Any FCA member may propose an amendment to the Elders.
- b. The Elders or their designate(s) will consider the proposal and, if deemed appropriate, work to incorporate it into the handbook.
- c. The Elder Board will communicate with the membership regarding important changes. This will flow through the regional coordinators, and then to the overall membership.
- d. If a proposed amendment requires a bylaw amendment, then normal procedures for bylaw amendments will be followed before any related amendment happens in the handbook.
- e. Since this is the not constitution or bylaws, amending it does not require an official membership vote. The FCA Board is responsible to update/amend this document.
- f. In the event that a majority of the membership disagrees with the Board's action regarding the handbook, if normal communication to the Board has not resulted in a change, the collective FCA membership may overrule and/or change any content in this handbook via an appropriately proposed motion that passes at an official meeting of the membership.
- g. The most recent handbook will be available on the website.
- h. In the event of a discrepancy between the handbook and the constitution or bylaws, the constitution or bylaws take precedent.
- i. This handbook is subject to the FCA theological positions established.

2. Introduction to the FCA

2.1. Origins

The Fellowship of Christian Assemblies (FCA or Fellowship), formerly known as the Independent Assemblies of God, USA and Canada, traces its history back to the early Pentecostal revivals of the 20th century. In Canada, the FCA had its origins among Scandinavian immigrants in the western provinces, particularly Alberta.

During the early 1900s, God moved in a very special way, stirring the hearts of homesteading pioneers and drawing them deeper into relationship with Him. Meetings at that time were often prayer meetings and Bible studies held in private homes, barns, schools, or whatever other buildings were available. These types of meetings among believers occurred in isolated pockets across Alberta and Saskatchewan and were usually held in one of the Scandinavian languages.

Gradually church boards were put in place, and pastors were called or raised up from among the people of the group. Most of the early pastors or evangelists were without formal training but were compelled by the call of God.

As time went on, church buildings were erected and more formal training for Christian workers was initiated. In addition to the early ministers, many laymen and women were used of God to share the Gospel in the homes of friends and neighbors, and to establish churches in local communities.

From these rugged beginnings this fellowship of autonomous local churches of Pentecostal persuasion has grown, changed and expanded to include peoples of all nations. Today, this fellowship of local churches continues to be a part of the broad stream of the modern Pentecostal renewal movement.

For more information about the origins of the FCA (particularly in the USA), see Warren Heckman's book *The History of the Fellowship of Christian Assemblies*.

2.2. The Local Church and Cooperation

The New Testament emphasizes the central role of the local church in fulfilling the Great Commission, and the relationship of ministers to their "endorsing" churches. The local church was a community of believers, where the individual believer was placed by the Holy Spirit in supportive relationships alongside other believers to function as one unified body that would accomplish its specific ministry calling (1 Corinthians 12:12-30). Within the local community of believers, the church, all that was necessary for the individual believer to live was provided in these supportive and functional relationships. This would include such things as, encouragement, instruction, counsel, correction, and all that was necessary for the physical and spiritual health of the believer. It was in this community where leaders were appointed or elected to serve, and where workers for the harvest were prayerfully chosen and sent out, all under the authority of Christ the Lord.

The Scriptures also show us a pattern for the relationship of churches and their leaders. Local churches were responsible for the ordination and commissioning of Christian ministries, such as apostles, prophets, evangelists, and pastors/teachers (Eph. 4:11). The ministries were in relationship with and accountable to a particular “Endorsing” Church. Peter, after he had preached to the Gentiles, returned to the council in Jerusalem and the apostolic fathers to explain what had happened. Barnabas and Saul were sent out by the church at Antioch, and they returned to Antioch to report all that God had done through them. When men came from Jerusalem to Asia Minor preaching contrary doctrine, Paul and Barnabas accompanied them back to Jerusalem, from where they had come, to settle the matter. In each case, the ministers appeared to be in relationship with and accountable to the “Endorsing” Church which commissioned them. (Acts 11:2-4, Acts 13:2-3; Acts 14:26-27; Acts 15)

The structure of the New Testament church considered of elders, who were spiritual leaders, and deacons, who carried out administrative activities on behalf of the elders. The word “elders,” (*presbyteros*) was the primary title for this body of spiritual leaders. These leaders were also called overseers (*episkopos*) and shepherds or pastors (*poimaino*). Elders were qualified believers appointed by apostolic ministries. They would lead and care for those in the local church. Deacons were qualified, Spirit-filled believers chosen from and by the believers in the local church. They served the needs of the community. There is no indication of any person or persons outside of the local church ruling over the local church. There was apostolic oversight through recognized relationships of trust among the churches. (1 Timothy 3; Acts 20:28; Acts 14:23; Titus 1:5; Acts 6:3)

Although the New Testament pattern does not call for organic union of local churches or centralized authority over local churches, it does reveal a wonderful spiritual fellowship and voluntary cooperation among such assemblies. The New Testament Scriptures apply clear examples of such interaction. The love and fellowship existing among these autonomous churches is illustrated by the cooperative effort of the Gentile churches in sending relief to the impoverished and suffering church in Judea. (See 2 Corinthians 8 & 9; Romans 15:25-27)

In New Testament times, local churches carried out the Great Commission without a centrally directed program. Each local church was responsible to evangelize its own locality in conjunction with the individual talents and ministries of its members. (See Acts 2:46-47; 5:28; 8:4-17; 11:19-24; 13-14; Romans 1:7-8; Philippians 2:12-16; 1 Thessalonians 1:6-10)

Recognizing these Scriptural foundations, the FCA engages in practical modes of inter-church cooperation and fellowship, based on spiritual kinship and mutual need. For such opportunities to succeed, a high degree of spiritual cooperation and initiative at the local level is required. Although there is no authoritative body outside local assemblies, the Scriptures show that trans-local leadership assisted churches during times of need. Following this pattern, the FCA values and maintains the autonomy of the local church, but also values opportunities for collective efforts, fellowship gatherings, and encouragement and support from like-minded believers. Although churches are encouraged to initiate inter-church cooperation, the FCA has also welcomed a leadership team (FCA Elders) to serve the fellowship in advancing cooperative opportunities for local churches.

2.3. Corporate Documents

The Articles of Incorporation form the legal foundation for the FCA Corporation. The Constitution contains important statements regarding fundamental aspects of who we are as the FCA. The bylaws contain important guidance on how we function as a corporation. Together these documents form the legal foundation of the FCA. Please see the Constitution & Bylaws document for this information. This handbook itself is not a legal document and is fluid and subject to change at the discretion of the FCA Board (as per 1.3 above)

2.4. Mandate

The heart of the FCA is to see people around the world following Jesus as his disciples. Our part in this is outlined by our mission statement.

Mission Statement

Pursuing Christ-Centered Community by:

- Cultivating Personal and Relational Well-being
- Equipping Spirit-Led Leaders
- Collaborating in Kingdom Mission

Values

- The authority of the Scriptures
- The leading and empowerment of the Holy Spirit
- Healthy relationships
- Inter-church cooperation
- Local church self-government
- Intergenerational and multi-ethnic communities

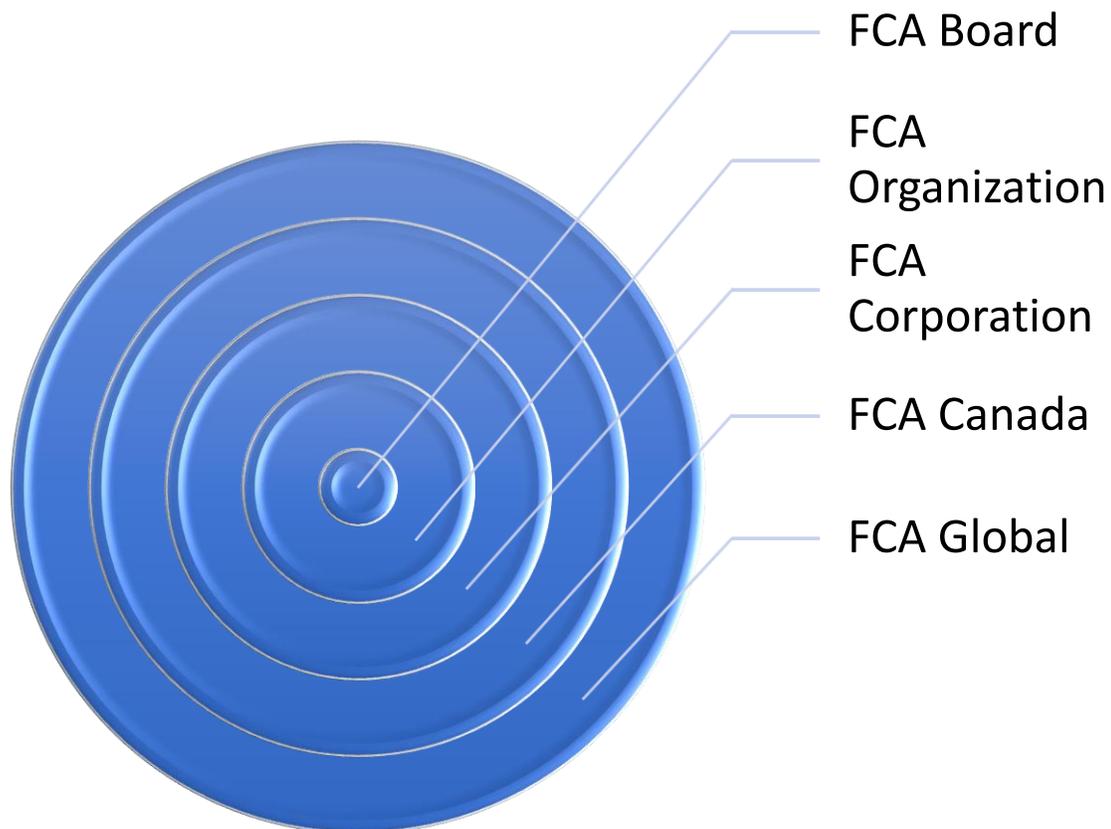
3. Overall FCA Structure

The FCA is a beautiful composition of relational and structural elements that all work together for the sake of the Kingdom. The diagrams that follow help to present a visual for how this works together.

3.1. Realms of the FCA

One way to see the FCA is as five realms. Each smaller sphere finds its context and purpose in being a part of and serving the purpose of the progressively larger groups. These include:

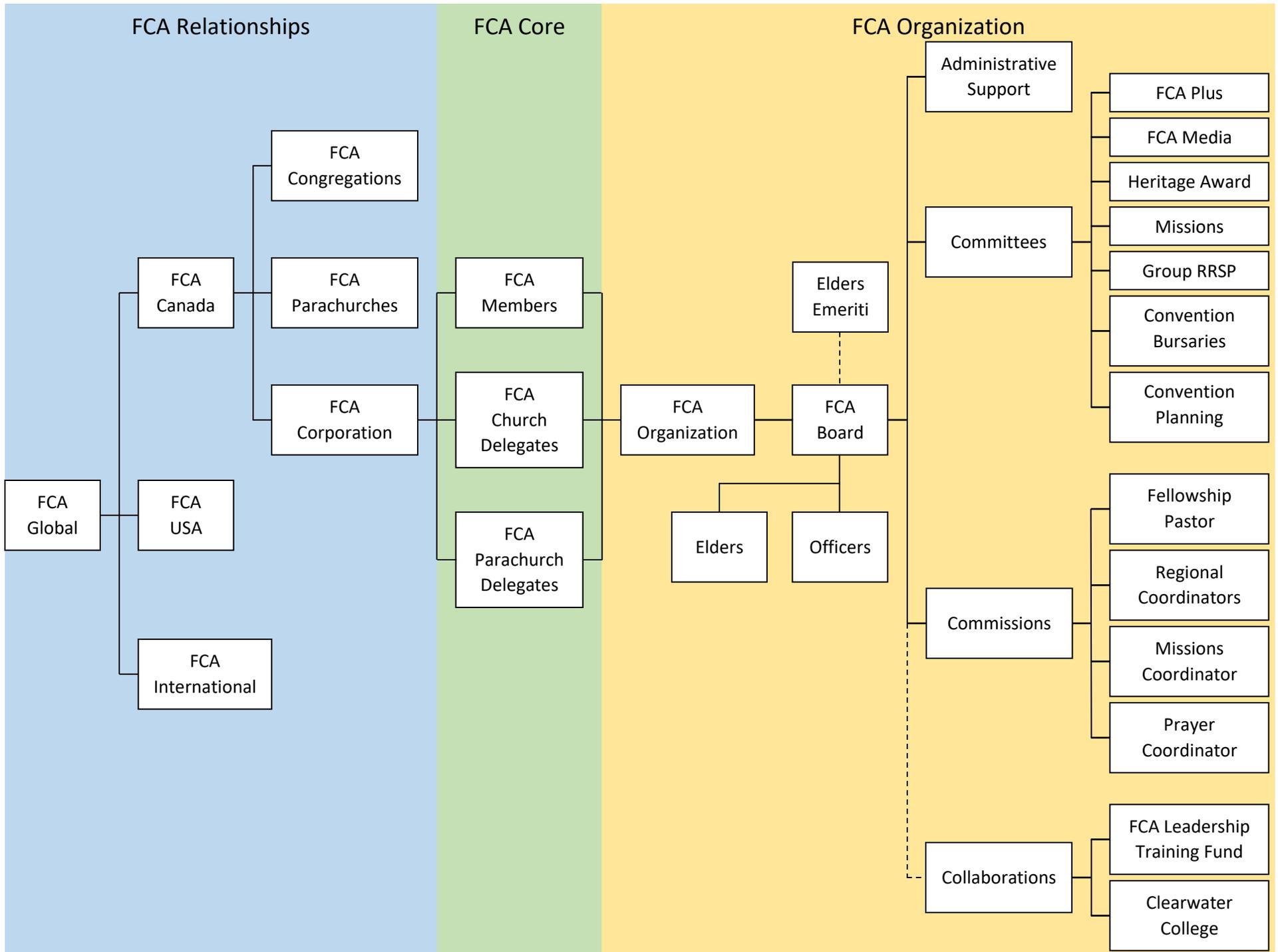
- a. FCA Board: This is the central serving and organizational body.
- b. FCA Organization: The body which serves to facilitate the mandate of the FCA Canada.
- c. FCA Corporation: This is the legal entity and involves the corporate membership.
- d. FCA Canada: This includes other Canadian FCA associated groups and people.
- e. FCA Global: This is the international network of the FCA of which FCA Canada is part of.



FCA Realms. Each smaller sphere is a component of a larger one.

3.2. Further Detailed Visual

The diagram on the following page breaks down the relationships and structure into more individual components and presents a complementary picture of the FCA.



4. FCA Global

This refers to the global network of all recognized FCA and affiliate ministers, churches, organizations, ministries, and national entities. Although FCA Canada is distinct and independent in many ways, the roots of our Fellowship result in global relationships and partnerships which provide unique opportunities for connecting to advance God's Kingdom.

4.1. Current National Entities

Presently, FCA Canada recognizes the following national entities as part of the FCA Global family:

- FCA USA

4.2. Recognizing A National Entity

4.2.1. Conditions

FCA Canada will consider recognizing additional national FCA entities when the following conditions are in place:

- a. An established, stable relationship exists between FCA Canada and the nationals of the prospective entity.
- b. FCA Canada has participated in ministry with the nationals in their country.
- c. The prospective entity agrees with and adheres to the *Statement of Common Beliefs* (see the Constitution).
- d. The prospective entity has a system established to facilitate membership, fellowship, and ministry cooperation among their members within their nation.
- e. The prospective entity has a national leadership team in place.

4.2.2. Process

The Missions Committee will work with all appropriate contacts to verify qualifications have been met and will obtain any additional information deemed necessary in order to provide a recommendation to the Elder Board. Nations are encouraged to develop their own national FCA.

4.2.3. Implications

Recognition of a national entity has the following implications:

- a. They are welcome to participate in all international FCA Conventions hosted by FCA Canada. (This does not imply official invitation letters will be drafted by FCA Canada for immigration purposes; these would flow through ministries that already have established relationship with the individuals and are willing to do this).
- b. FCA Canada members are encouraged to partner with them where it would be suitable.
- c. There are *no* financial expectations or obligations between national entities.
- d. There is an invitation to the table to discuss matters that impact FCA Global (e.g. any amendment to the *Statement of Common Beliefs*), although only official members of FCA Canada may vote at FCA Canada business meetings.
- e. There is ongoing active effort to maintain healthy relationship between entities.

4.2.4. Derecognition

In the event that the FCA Board is made aware of an appropriate reason to derecognize a national entity, after prayerful consideration and appropriate investigation, the FCA Board may choose to derecognize a national entity. This may be due to:

- A departure from the *Statement of Common Beliefs*
- An abuse of the relationship that exists
- A refusal to maintain healthy relationship with FCA Canada

- A failure to maintain a national leadership team
- A failure to maintain a system to facilitate national membership and fellowship
- Any other appropriate reason as determined by the Board

Derecognition does not automatically impact any relationships or partnerships that may exist between ministers or ministries of FCA Canada and those of the affected nation.

4.3. FCA International

FCA International refers to FCA-affiliated ministers, churches, organizations, and ministries that exist in nations that do not have a national FCA entity. There is no FCA Canada process for official recognition, but individual ministers and churches from Canada that form ministry affiliations with foreign entities will have their own ways of recognizing them.

This area may include ministries such as:

- Local churches, ministries, and/or ministers that FCA missionaries have established
- Established ministries or ministers that seek to be affiliated with the FCA via relationship with an FCA Canada church and/or minister

4.4. Memberships and Foreign Nations

Note the following regarding memberships and foreign nations:

- Missionaries from Canada.* Missionaries that are endorsed in FCA Canada do not fall under the separate FCA International category. Although they may work internationally, all ministers registered with FCA Canada are part of FCA Canada, regardless of where they minister. FCA International refers to those that are not or cannot be registered with FCA Canada due to their nationality.
- Internationals.* FCA Canada ministries cannot endorse into FCA Canada those who are not Canadian citizens, permanent residents of Canada, or residents of Canada.
- Membership Benefits.* Any membership recognized by a national entity outside of Canada does *not* result in membership with FCA Canada. In addition, membership in another national entity does not automatically provide any other benefits or privileges in FCA Canada not already outlined in 4.2.3. Implications.

5. FCA Canada

FCA Canada includes the FCA Corporation, FCA Church Congregations, and FCA Parachurch Organizations in Canada. The FCA Corporation is detailed in Section 6.

5.1. FCA Churches

FCA Church congregations include the congregations of churches that are registered with the FCA. These congregations themselves have no legal FCA role (other than their two delegates), but these bodies still form a central, relational part of the FCA identity.

For membership purposes, in order to be defined as a church, the following qualifications must be met. A church must:

- a. Be an established body of believers that meets together on a regular basis for corporate worship, prayer, fellowship, and Biblical teaching
- b. Have a recognized spiritual leadership team within the organization consisting of pastors/elders and deacons or similar leadership who are present at the meetings
- c. Have a legal board of qualified directors (which may or may not be the same individuals as the previous point)
- d. Practice biblically mandated ordinances of believer's baptism and the Lord's Supper
- e. Be recognized as a provincially or federally registered charitable organization, or, if not possible, to at least be registered as a legal entity in Canada
- f. Have a board-approved constitution and/or bylaws that are filed with the government, as required

Note: FCA ministers who are also part of FCA churches are distinct members from the two delegates of the church (see 6.8 for more details).

5.2. FCA Parachurches

FCA Parachurch Organizations are those organizations that are registered with the FCA and exist to carry out the Great Commission in some way with the FCA. As with churches, their legal role with the FCA is limited to their two delegates, yet these bodies also form a central, relational part of what the FCA is.

For handbook purposes, a parachurch organization is an organization that lacks one or more of the requirements for a church, but still meets the following qualifications. A parachurch organization must:

- a. Have an intentional and clear mission to carry out the Great Commission and/or humanitarian relief in some way aligned with the Scriptures
- b. Have a legal board of qualified directors
- c. Be recognized as a provincially or federally registered charitable organization, or, if not possible, to at least be registered as a legal entity in Canada
- d. Have a board-approved constitution and/or bylaws that are filed with the government as required

6. FCA Corporation & Membership

6.1. Endorsement

6.1.1. Definition of Endorsement

Endorsement is a specific intentional relationship that lies at the heart of FCA membership and is, at its core, rooted in a desire to ensure that healthy relationships and accountability exist among FCA members. All members must be endorsed by a qualified FCA church.

Endorsement is the responsibility that an FCA church takes on with another FCA church, ministry, or minister and includes the aspects below. Endorsement:

- a. Involves ensuring that ongoing relationship exists between the endorsing church and the endorsed minister/ministry where mutual encouragement, guidance, support and accountability are present
- b. Means vouching for the theological orthodoxy, spiritual maturity, personal integrity and discipleship, and ministry abilities of any minister/ministry endorsed
- c. Includes being the primary agent beyond the endorsed minister/ministry themselves for any disciplinary issues, grievances, and/or FCA constitution/bylaws or policy/procedure violation issues
- d. Includes taking responsibility for any investigation into relational breakdowns, allegations regarding ministry or personal misconduct, and creating and implementing a strategy for redemptive, disciplinary, or restorative action
- e. Involves participating in facilitating an appropriate course of action for endorsed ministers and/or ministries who are requesting help when experiencing difficulty
- f. Does *not* in itself imply financial support

6.1.2. Qualifications of an Endorsing Church

An endorsing church must meet the following qualifications:

- a. Be registered with the FCA as a church (not parachurch)
- b. Be a member in good standing
- c. Understand and commit to what is involved in endorsement (see 6.1.1)
- d. Demonstrate an understanding and commitment to the polices and procedures outlined in the constitution, bylaws, and handbook
- e. Commit to sending delegates (at least one or two) to the annual convention whenever possible
- f. Actively participate in the regional meetings in their area
- g. The pastor or church must be a member of the FCA for at least the previous five years uninterrupted
- h. Have a policy regarding endorsements that meets or exceeds the minimum requirements for FCA ministers and/or ministries (see section 6.2)

6.1.3. Responsibilities of the Endorsing Church

The endorsing church is responsible to:

- a. Fulfill the definition of endorsement as outlined in 6.1.1 on an ongoing basis
- b. Ensure endorsed ministers and ministries meet the qualifications to be endorsed as ministers or ministries both at the time of endorsement, and (as a minimum) annually at each renewal
- c. Fulfill the appropriate registration process for endorsing
- d. Complete the endorsement process according to the handbook, whether licensing or ordaining a minister (section 6.2), or endorsing a ministry (section 6.3)
- e. Maintain fellowship with each of their endorsed ministers/ministries on a regular basis (i.e. a personal connection at a minimum of once/year)

- f. Establish an endorsement policy within their church that meets the minimum requirements of the FCA (see section 6.2 for FCA requirements)
- g. Assist and communicate with endorsed ministers and ministries to ensure their annual renewal is completed correctly and on time
- h. Take care to shepherd any applicable transition for those impacted in the event of discontinuing endorsement
- i. It is also recommended that the endorsing church receive an annual (or more frequent) report describing the ministry activities their endorsed ministers or ministries are involved in

6.1.4. Responsibilities of the Endorsed Minister/Ministry

The endorsed member (minister or ministry) is responsible to:

- a. Fulfill the membership requirements (sections 6.2.1 and 6.3.1)
- b. Complete the endorsement process according to the handbook in conjunction with the endorsing church
- c. Maintain fellowship with their endorsing church on a regular basis (i.e. a personal connection at a minimum of once/year)
- d. Ensure their annual renewal is completed correctly and on time
- e. Report on ministry activities to their endorsing church, especially if requested
- f. Be accountable through relationship with their endorsing church (see section 2.2) for their ministry, conduct, integrity, theology, and other areas pertaining to Biblical discipleship

6.1.5. Loss of Endorsement Privileges

An endorsing church may lose their endorsing privileges in the following situations:

- a. They no longer meet the definition of a church outlined in 5.1.
- b. They no longer meet the requirements of membership outlined in 6.3.1.
- c. They no longer meet the qualifications of an endorsing church outlined in 6.1.2.
- d. They fail to meet their responsibilities as an endorsing church outlined in 6.1.3.

If any of these situations arise, the endorsing church of the church in question will work with the church to try to move toward an appropriate resolution. If no endorsing church exists, the Elders or their designate(s) will fill that role. If the situation cannot be resolved adequately, the church will lose their endorsing privileges and any endorsed members will need to obtain endorsement through another endorsing church (see section 6.7 for finding a new endorsing church).

6.2. Obtaining Membership as a Minister

The Articles of the Corporation refer to this class of members as *Class A: Ministers*.

6.2.1. Basic Requirements for FCA Membership

In order to be considered for membership, ministers must meet the following requirements. They must:

- a. Be a member* of a qualified FCA endorsing church of which they are neither the senior pastor (or equivalent) nor the founder**
- b. Be familiar with and agree with the *Statement of Common Beliefs* (see the Constitution)
- c. Be familiar with and agree with the *Statement of Ethics* (see the Constitution)
- d. Support the mission of the FCA
- e. Adhere to the policies and procedures outlined in the constitution, bylaws, and handbook (although all of the handbook is important, members should be particularly familiar with Section 6)
- f. Be one of the following:
 - o A Canadian citizen
 - o A permanent resident of Canada (as recognized by the Canadian government)

- A resident of Canada (not just visiting, but perhaps in transition to permanent residency or citizenship)

*Membership in the local church is defined by each respective local church.

**In some cases, a minister who is endorsed by their home church transitions into the senior pastor role. In these cases, they should follow the procedures in section 6.7 to find a new endorsing church.

6.2.2. Obtaining Membership

There are four pathways to obtain membership as a minister in the FCA. They include:

- Licensing (section 6.2.3)
- Grandfathered ministerial recognition (section 6.2.5)
- A recognized transfer of ordination or licensing from another denomination or fellowship (section 6.2.6)
- A revival of a terminated FCA membership (in certain circumstances) (section 6.2.7)

Although FCA ordination is an official recognition of ministry call and involvement, it does not in itself have official FCA membership implications since one is already licensed as a member.

Every pathway to membership requires that the appropriate registration documentation be completed and submitted to the FCA office along with the membership fee. Incomplete registrations will not be processed until all required information is received. All registration documents can be found on the website. The required forms include:

- Minister Application Form – to be filled out by the candidate minister
- Minister Affirmation Form – to be filled out by the endorsing church
- A copy of the minister's signed licence/ordination certificate

See below for more specific details for each pathway.

6.2.3. Licensing

Licensing is the primary method of joining the FCA as a member and is the process whereby the local church endorses one who demonstrates promise of effective ministry. Only qualified endorsing churches may endorse in the FCA (see section 6.1).

The following subsections on licensing are minimum requirements established by the FCA for licensing in the FCA. These must be met in order to be officially licensed. Beyond these, additional qualifications and the process required are determined by each local church, details of which should be available from their policies or bylaws. Licensing is often used as an interim qualification that allows a minister to practice ministry under supervision and tutelage of the endorsing church and its leadership, confirming the call of God to ordination.

6.2.3.1. Criteria for Licensing

The candidate for licensing must:

- a. Meet the basic membership requirements in 6.2.1.
- b. Be a baptized believer who confesses to the infilling of the Holy Spirit, membership within their local church, and a divine call to Christian ministry
- c. Commit to lifestyle and ministry expectations as described in 1 Timothy 3:1–7, Titus 1:5–9, and 1 Peter 5:1–11
- d. Demonstrate a lifestyle of faithfulness to biblical ethics, morality, values, and ongoing spiritual growth
- e. Subscribe to the statement of beliefs of their home church, and be supportive of the church mission, vision, and values

- f. Respect the leadership of their home church, and the same leadership must believe in the ministry potential of the candidate
- g. Have completed a minimum of one year of formal Bible training through a biblical training institution approved by the local church, or a minimum of two years of biblical self-study resulting in the candidate demonstrating a coherent theology and the capacity and desire for ongoing growing knowledge of spiritual truth
- h. Demonstrate a willing servant spirit by his/her commitment to an active ministry of the church (Note: this requirement is not as strict on an ongoing basis for those who have transitioned to retirement)

6.2.3.2. Conferring the License

The process for establishing FCA membership through licensing is as follows:

- a. In view of the candidate's qualifications, service, and faithfulness, the church leadership from a qualified endorsing church (see section 6.1) may choose to confer a License to Minister upon the candidate. Alternatively, a minister may seek out an endorsing church for licensing purposes.
- b. The candidate shall be interviewed by the leadership team of the church to gather and convey information related to licensing qualifications. Questions shall include topics of biblical doctrine, local church values, and FCA policy. The church is responsible to ensure the candidate meets the criteria in 6.2.3.1.
- c. The license shall be conferred upon the candidate with the successful support of the church leadership, as determined by church policy or bylaws.
- d. The church must request an FCA License to Minister from the FCA office. The license will be issued within two weeks of all the necessary information being provided.
- e. The license shall be presented by the endorsing church leadership to the candidate in a public service.
- f. The appropriate registration documentation shall be completed and submitted to the FCA office along with the membership fee in order to be registered as an FCA member. Incomplete registrations will not be processed until all required information is received. All registration documents can be found on the website. The required forms include:
 - Minister Application Form – to be filled out by the candidate minister
 - Minister Affirmation Form – to be filled out by the endorsing church
 - A copy of the minister's signed licence certificate
- g. The practice of ministry shall continue under the mentorship of the pastor or appointed leader of the local endorsing church or their designate.

The License to Minister may or may not carry with it the privilege of performing marriages, as per policy of the endorsing church. See section 6.2.9 regarding marriage privileges.

6.2.4. Ordination

Ordination occurs after one has already been licensed (the only exception is a transfer of ordination). Ordination is the process whereby the local church affirms one who demonstrates an anointing and call of God to serve as a minister of the Gospel of Christ, who possesses the requisite gifts and abilities to carry out Christian ministry, and who is willing to be set apart to do so for an indefinite period of time.

Although membership and ordination are often linked, the ordination process is not the same as the FCA membership process (i.e. being officially licensed with the FCA). If one is a member of the FCA already, ordination does not change that membership status.

6.2.4.1. Criteria for Ordination

The candidate for ordination must:

- a. Meet the criteria for licensing in 6.2.3.1 including the basic membership requirements

- b. Have functioned satisfactorily as a licensed minister for a minimum of two years
- c. Have completed a minimum of three years of formal Bible training through a biblical training institution approved by the local church, or a minimum of five years of biblical self-study resulting in the candidate demonstrating a solid and coherent theology and the capacity and desire for ongoing growing knowledge of spiritual truth
- d. Embrace a call of God to serve in Christian ministry for an indefinite period of time (Note: this requirement is not as strict on an ongoing basis for those who have transitioned to retirement)

6.2.4.2. Conferring the Ordination

The process for conferring ordination is as follows:

- a. The candidate shall submit a treatise on their philosophy of ministry to the leadership team of the church through which they are licensed.
- b. The candidate shall be interviewed by the leadership team of the church to gather and convey information related to ordination qualifications. Questions shall include topics of biblical doctrine, local church values, and FCA policy. The church is responsible to ensure the candidate meets the criteria in 6.2.4.1.
- c. The candidate shall require the successful support for ordination from the leadership team as determined by church policy or bylaws. The leadership shall view the candidate as a Godly and effective minister of the Gospel.
- d. The intention to ordain the candidate shall be introduced to the church congregation at least one month prior to the event.
- e. The church must request an FCA ordination certificate from the FCA office. The ordination certificate will be issued within two weeks of all the necessary information being provided.
- f. The public ordination service shall be prepared with thought and prayer.
- g. The following components are recommended for the ordination service:
 - A pastoral address on biblical ordination
 - The reading of the ordination charge to the candidate
 - The response of the candidate (by way of answered questions or a short message)
 - The laying on of hands and commissioning prayer by the church leaders
 - The celebration of the ordination by the congregation (either by a congregational time of prayer or worship, a reception line, a coffee fellowship time, or other)
- h. A copy of the minister's signed ordination certificate must be sent to the FCA office in order for the minister to be registered as ordained.

There are no additional membership requirements, fees, or forms to submit to the FCA office when a minister moves from licensing to ordination.

6.2.5. Grandfathered Ministerial Recognition

There may be scenarios where a church has already recognized ministers within their body but have not registered them as members with the FCA. Such ministers may be grandfathered in at a later date by a qualified endorsing church (see section 6.1), as long as when they were recognized, the requirements and process fulfilled the spirit of what is outlined in this handbook. If the endorsement is implemented by a church other than the one that initially recognized them, then section 6.2.6 below applies.

6.2.6. Transfer of Ordination or Licensing from Another Denomination or Fellowship

Ministers who have been ordained by another denomination or fellowship may have their ordination or licensing recognized by a qualified FCA endorsing church (see section 6.1) and have that church assume responsibility as their endorsing church. In order for this to occur, the following items shall be in place:

- a. Transferred ministers still must meet the requirements outlined for licensing in 6.2.3.1 or ordination in 6.2.4.1. If they are ordained, they are not required to first be licensed in the FCA if they have already been officially recognized as ministers for at least two years.
- b. The process for conferring the recognition of licensing ordination shall include at least steps b. and c. in 6.2.3.2 (licensing) or 6.2.4.2 (ordination), as well as a public presentation during a service.
- c. The appropriate registration documentation shall be completed and submitted to the FCA office along with the membership fee in order to be registered as an FCA member. Incomplete registrations will not be processed until all required information is received. All registration documents can be found on the website. The required forms include:
 - Minister Application Form – to be filled out by the candidate minister
 - Minister Affirmation Form – to be filled out by the endorsing church
 - A copy of the minister’s original ordination certificate

6.2.7. Reviving a Terminated FCA Membership

Ministers who were once licensed or ordained within the FCA but had their membership terminated may have their membership with the FCA revived without needing to go through the full process. This is subject to the following:

- a. This option is only applicable for membership terminations that were *not* due to moral, ethical, relational or theological concerns. Where there were these issues, there must be an appropriate process of repentance, restitution, and/or reconciliation take place prior to restoring FCA membership.
- b. Ministers still must meet the requirements outlined for ordination in 6.2.3.1 (licensing) or 6.2.4.1 (ordination). If they are ordained, they are not required to first be licensed if they have already gone through the licensing process and have been licensed for at least two years.
- c. The process for conferring the recognition of licensing or ordination shall include at least steps b. and c. in 6.2.3.2 (licensing) or 6.2.4.2 (ordination). If the endorsement is implemented by a church other than the one that previously endorsed them, then the process follows section 6.7.3 below (where “previous endorsing church” refers to the church that last endorsed them in the FCA).
- d. The appropriate registration documentation shall be completed and submitted to the FCA office along with the membership fee in order to be registered as an FCA member. Incomplete registrations will not be processed until all required information is received. All registration documents can be found on the website. The required forms include:
 - Minister Application Form – to be filled out by the candidate minister
 - Minister Affirmation Form – to be filled out by the endorsing church
 - A copy of the minister’s original signed licensing or ordination certificate (whichever is applicable), or ensure that the FCA office has it on file already

6.2.8. Special Designations

All ministers with FCA membership must be either licensed or ordained. However, within that process, it may be important to recognize particular call to ministry. Although not required, churches may request to license or ordain ministers with a special designation included on their license or ordination certificate. Special designations may include:

- Deacon
- Elder
- Evangelist
- Missionary
- Pastor
- Teacher
- Other Biblical designation

Special designations must be approved and requested by the endorsing church in order to appear on the certificate. These will appear on the minister's certificate beneath the regular designation of either *Licensed Minister* or *Ordained Minister*.

Should a minister desire to have a designation changed (e.g. from Elder to Pastor), the endorsing church will need to request a new certificate from the FCA office. To have the changed officially registered with the FCA, the office will need to receive a signed copy of the new certificate.

6.2.9. Registration to Perform Marriages

Subject to the policies of the endorsing church, FCA ministers (both licensed and ordained) may have the option of registering with their province to be able to perform marriages. Please take note of the following:

- a. Being registered to perform marriages *does not* automatically come with FCA membership. It must be specified in the application.
- b. This option must be selected every year with the membership renewal form in order to retain these privileges.
- c. If an endorsing church has any specific policies that may impact those they endorse in performing marriages, they must communicate these policies directly to their endorsed ministers.
- d. Ministers must update their personal information (e.g. name, address, and phone number) with the FCA at the time that it changes since the FCA is required to inform the government about these changes immediately.
- e. If a member who performs marriages does not renew their FCA membership by January 15th, they will no longer be able to perform marriages legally.
- f. Following an application, there is time required to complete the registration process with the provincial government (varies by province), so members should not perform marriages until they have confirmation they are registered with the province.
- g. FCA ministers shall only perform marriages between a man and woman (defined genetically) as per our *Statement of Ethics* (see the Constitution).
- h. The FCA in Canada appreciates an arrangement with the Independent Assemblies of God who endorses our ministers for marriage purposes in the Eastern Provinces in Canada.
- i. Due to varying provincial requirements, members must inquire regarding specific stipulations in the jurisdiction they desire to minister. **Note to Ontario Members:** Ontario requires ministers to be ordained (not just licensed) *and* have a pastoral charge or parish (not retired, a missionary, etc.) to perform marriages legally. Other provinces accept licensing.
- j. Provincial governments do not allow ministers to be registered through more than one credentialing body for marriage authorization. It is the responsibility of the endorsing church and each registered minister to ensure they are not registered to perform marriages by another denomination or fellowship in addition to their FCA registration.
- k. From time to time a minister may need to obtain a temporary license to marry. This may be due to the wedding being in a province other than where they are registered, the minister may be an out-of-country (e.g. USA) FCA minister, or the minister not actually being registered to perform marriages even if they are a member of the FCA. In these cases, the minister must submit the application for a temporary license to the FCA office at least six weeks prior to the date the temporary license is needed.
- l. Other provincial conditions include the following:
 - o Licenses to perform marriages are not transferrable between regions or ministers.
 - o All registered ministers are responsible to know the information contained in the Marriage Act for the province they are registered in.

- Anyone without a valid Certificate of Registration for the applicable provincial office cannot sign the provincial marriage license certificate. They can, however, still be involved in the marriage ceremony, enlisting a registered minister to be present to formalize the ceremony legally.
- All completed marriage certificates must be mailed to the appropriate provincial office within three days of the marriage ceremony taking place.

6.2.10. Minister Membership Privileges

In addition to membership voting rights, minister membership provides the following benefits:

- a. An expanded global network for fellowship, partnerships, shared resources, and ministry opportunities
- b. Regular connection through regional meetings of local FCA ministers
- c. Recognition as ministers by FCA members around the world thereby increasing one's network
- d. A powerful personal online membership portal specifically designed to provide resources and networking opportunities
- e. The opportunity to make a difference in the lives of other leaders through peer connections
- f. An expanded network to find qualified ministers for your church
- g. The opportunity to receive encouragement and input from the Fellowship Pastor
- h. Assistance from fellow members and FCA leaders in the form of mediation and reconciliation ministry with internal church problems
- i. Special opportunities in education and training for FCA ministers through Clearwater College, including multiple scholarships for upcoming ministry leaders
- j. An option to participate in the FCA Plus Extended Health Benefits program (contact the office for details)
- k. An option to participate in the Group RRSP program (contact the office for details)
- l. Ministers and ministries are listed in the FCA directory accessed through the membership portal
- m. Access to a growing number of resources on church administration, ministry, programs, etc.
- n. Ministers may potentially participate on Committees
- o. Greater access to subsidies to attend national and international conventions

6.3. Obtaining Membership as a Ministry

The Articles of the Corporation refer to these classes of members as *Class B: Churches* and *Class C: Parachurch Organizations*.

6.3.1. Requirements for Membership

In order to be considered for membership, churches and parachurches must meet the following requirements. They must:

- a. Meet the definition of a church or parachurch as outlined in 5.1 or 5.2, respectively
- b. Be familiar with and agree with the *Statement of Common Beliefs* (see the Constitution)
- c. Be familiar with and agree with the *Statement of Ethics* (see the Constitution)
- d. Support the mission of the FCA
- e. Adhere to the policies and procedures outlined in the constitution, bylaws, and handbook

6.3.2. Registration

The process for membership registration for a ministry is as follows:

- a. The prospective member must seek out a qualified endorsing church.
- b. The endorsing church's elders or leadership team shall meet with the prospective ministry's leadership team for the purpose of:
 - Acquaintance and fellowship

- A detailed presentation of the policies and procedures of the FCA
 - A discussion and answer period
 - A time of prayer, petitioning for God's will
- c. Following this initial meeting, a period of time shall be allowed for the prospective new ministry to consider the implications of joining the FCA.
 - d. During this time, the endorsing church shall study the constitution and bylaws of the prospective ministry, along with its doctrinal and financial statements. It is very important that the endorsing church has confidence in the practice, teaching, and mission of the prospective ministry to ensure compatibility with the FCA. Where questions remain or issues arise in this process, the endorsing church should seek clarity from the ministry and, if concerns remain, consult with the FCA Elders.
 - e. Upon mutual agreement to proceed with membership in the FCA, the endorsing church and the prospective ministry will either:
 - Conduct a joint service of the congregations (in the case of a church), at which time membership in the FCA would be officially endorsed; or, where a joint service is impractical,
 - Representatives of the leadership of the endorsing church and the new ministry shall meet together, wherein official endorsement of the new ministry can be granted.
 - f. Subject to the meeting of endorsement, the appropriate registration documentation shall be completed and submitted to the FCA office along with the membership fee in order to be registered as an FCA member. Incomplete registrations will not be processed until all required information is received. All registration documents can be found on the website. The required forms include:
 - Church/Ministry Application Form – to be filled out by the new church
 - Church/Ministry Affirmation Form – to be filled out by the endorsing church

6.3.3. Ministry Membership Privileges

In addition to membership voting rights (see 6.8), church and parachurch membership provides the following benefits:

- a. Ministry employees may participate in the FCA Plus Benefits program
- b. Ministry employees may participate in the GRSP program
- c. Churches (not parachurches) have the potential to qualify to endorse ministers and ministries (see section 6.1)
- d. Ministries are listed in the FCA directory
- e. Ministries have access to FCA counsel in times of organizational struggles
- f. Potential access to FCA church planting funds or other designated program funds
- g. Access to a growing number of resources on ministry administration, programming, etc.
- h. Members/participants of FCA ministries may potentially participate on Committees
- i. Members/participants of FCA ministries may have access to the Crane Memorial Scholarship
- j. Members/participants of FCA ministries have greater access to other Bible training scholarships through the FCA Leadership Training Scholarship Fund
- k. Members/participants of FCA ministries receive the same convention rates as FCA minister members

6.4. Incomplete Registrations

An incomplete registration cannot be processed by the FCA office. The office will work with the endorsing church and/or the potential registrant to complete the necessary steps, but membership cannot be granted until the registration process is complete. The most common reasons for an incomplete registration are not receiving a copy of the signed certificate and/or not receiving the church affirmation form.

The following timeframe applies to incomplete registrations:

- a. **Initiation.** A registration is initiated with the FCA office by submitting at least one part of the necessary registration items.
- b. **Completion Period.** From initiation, if the registration is not submitted in full, the FCA office will work with the endorsing church and registrant to complete the process within two months.
- c. **Dormancy.** At the end of the completion period, the FCA office will attempt one last communication with both the endorsing church and the registrant regarding the status of registration. After this point, the office will no longer seek out further information regarding the registration.
- d. **Refund Timeframe.** No refunds are issued for incomplete registrations more than two months after payment was made. The payor is responsible to ask for a refund within that timeframe.
- e. **Delayed Registration.** Registrations still may be completed after dormancy if it is still in the same calendar year as when it was initiated.
- f. **New Calendar Year.** Any dormant incomplete registrations will be destroyed in a new calendar year. Dormant incomplete registrations cannot be completed in a new calendar year; new application forms and affirmation forms must be filled out.

6.5. Membership Interruptions

Note that the term *member* refers to all classes of members: Ministers, Churches, and Parachurches. For more information, see the bylaws.

6.5.1. Initiating Membership Interruptions

All properly endorsed ministers and ministries in good standing have full membership with the FCA. If an endorsing church chooses to stop endorsing a member, that member will lose their FCA membership, unless they find a new endorsing church. Other than a failure to renew membership, membership interruptions are primarily initiated by the endorsing church. The Elders (or their designates) may be involved in related membership situations where the endorsing church requests help, is unable or unwilling to adequately address legitimate membership concerns, or where there is no endorsing church. Endorsing churches are encouraged to maintain the integrity of FCA membership by suspending members or removing their endorsement (i.e. terminating the member's FCA membership) when warranted.

6.5.2. Inactive Membership

Members (both individuals and ministries) who fail to renew their FCA membership by January 1st will be considered inactive. See the timeline in 6.6.3 for implications of not renewing. Inactive members do not have membership privileges but may regain them upon completing their renewal. The inactive member will be informed of their status, as will their endorsing church. Note that if endorsing churches are not renewed by November 30th, their privilege to endorse new members ceases effective December 1st.

6.5.3. Membership Suspension

A suspended member is a member who is not in good standing. Membership suspension occurs when there is an issue surrounding the member's membership requirements or when a serious issue (as determined by the endorsing church and/or Elder Board) warrants it, but where membership termination has not taken place. Suspension does not remove endorsement, but it does put limits on FCA membership until a final determination is made regarding full reinstatement or termination.

6.5.3.1. Reasons for Suspension

Suspensions occur in the following scenarios:

- a. The member desires to remain an FCA member but has lost its endorsement. Suspension occurs automatically but may be waived by the FCA Board in valid situations for up to six months while the member seeks and establishes a new endorsement relationship.
- b. There is a failure to meet requirements of membership (see 6.2.1 and 6.3.1). Technically, membership is automatically suspended when membership requirements are not met. However, suspension will generally only be applied when the endorsing church notifies the Board.
- c. There is a current investigation into unbiblical practices or teachings by the member. Suspension occurs when the endorsing church notifies the Board.

6.5.3.2. Effects of Suspension

Membership suspension results in the following effects:

- a. Suspension of voting rights
- b. The following features of membership are automatically frozen. "Frozen" means that if a member is presently receiving or participating in this benefit, that would not cease; however, they would not be able to obtain additional participation or benefits. This includes:
 - Participation on committees
 - Endorsement privileges for churches
 - Access to FCA designated program funds
 - FCA-member-specific opportunities through Clearwater College, Crane Memorial Scholarship, or FCA Leadership Training Scholarship Fund
 - FCA-member-specific opportunities for special convention rates or convention bursaries
- c. The endorsing church and the Board may decide to remove any particular benefits they deem appropriate in the circumstances, including removal of the member's directory listing or other actions

6.5.3.3. Suspension Process

When a member is suspended according to provisions in 6.5.3.1, the following happens:

- a. Automatic suspensions are implemented immediately, and the Board, the endorsing church, and the member are all informed.
- b. Where the endorsing church is responsible to make a decision regarding suspension, they will obtain the necessary information, make a decision, and inform the Board of their decision to suspend.
- c. Where the Board needs to make a decision regarding suspension (due to situations mentioned in 6.5.1), they are made aware and obtain necessary information. Responsibility for investigations primarily falls to endorsing churches, but may include regional coordinators, the Fellowship Pastor, or others who will inform the Board.
- d. Where warranted, a member is informed of the required steps and timeframe to retain good standing prior to suspension. This process will involve the same parties as in point b. above. However, suspensions shall be effective immediately if warranted.
- e. Should the member not meet the requirements within the timeframe, the member will officially be suspended. During suspension, there will continue to be efforts to restore the member to good standing.

6.5.3.4. Suspension Review

Suspensions that do not automatically result in membership termination must be revisited by the endorsing church at least every 3 months. At that time, the endorsing church may decide to:

- End the suspension and restore the member to good standing
- Extend the suspension for up to an additional three months
- Terminate the membership by removing their endorsement based on appropriate and prayerful consideration

6.5.4. Ceasing of Membership

Membership termination also results in the termination of all membership privileges as of the date of termination. The following scenarios will result in the termination of an FCA membership.

6.5.4.1. Voluntary Withdrawal

A member who desires to voluntarily withdraw their FCA membership should first discuss the matter with their endorsing church. Subsequently, the member may withdraw their membership from the FCA at any time by giving written notice to the FCA Secretary. Their membership will terminate upon receipt of the written notice. In this scenario, both their online membership profile and their listing in the directory will be removed.

6.5.4.2. Failure to Renew

If a member does not renew according to the timeline in 6.6.3, and they have not communicated with the FCA of their intention to not renew, their membership will be considered inactive (see 6.5.2) as of January 1st, and terminated as of July 1st.

6.5.4.3. Unbiblical Practices or Teachings

Should a member be engaged in unbiblical practices or teachings (or knowingly endorse those who are engaged in unbiblical practices or teachings), the endorsing church shall give redemptive counsel. Should the member fail to respond appropriately to the counsel, the parties would be encouraged to seek the assistance of a regional coordinator. As a last resort, one or more FCA Elders may be involved in an attempt at a redemptive process. Ultimately, however, the decision to continue to endorse the member remains with the local church. A removal of endorsement due to a failure to respond to redemptive counsel in this situation results in a termination of FCA membership.

6.5.4.4. Removal of Endorsement

An endorsing church may withdraw its endorsement of a member. Ideally, unless it is due to unbiblical practices or teachings, the endorsing church would provide ample notice (at least six months) in order for the endorsed member to find another endorsing church. If ample notice is not provided, the FCA will still allow time for the member who has been in good standing to find another endorsing church, as long as the member still meets the membership requirements (see also section 6.7.2 for the appropriate process). In addition, the Regional Coordinators, FCA Elders or others may be available to assist the member in their process of finding another endorsing church within this time frame when requested (although endorsement is not guaranteed).

6.5.4.5. Failure to Meet Requirements

The requirements for membership identified in 6.2.1 and 6.3.1 remain applicable for the duration of a membership. If the member no longer meets one or more of these requirements, their membership may be suspended or terminated. The member and the endorsing church jointly share the responsibility to inform the Secretary upon discovering a failure to meet the requirements listed. In addition to the endorsing church, the Regional Coordinators, FCA Elders or others are available to help work toward an appropriate resolution.

6.6. Annual Membership Renewal

6.6.1. Renewal Process

Membership is renewed annually in the Fall. Near the beginning of October, a renewal notice will be emailed to each FCA member minister and member ministry indicating the need to renew for the following year. The renewal of membership is finalized only when **all** of the following steps are completed:

1. The member must fill out and submit the membership renewal form.

2. The appropriate membership fee must be paid. If a late fee (see below and 6.9.1) has been added to the account, the late fee must also be paid in order for renewal to be completed.
3. The endorsing church must fill out and submit their own membership renewal form and payment.
4. The endorsing church must indicate their continued endorsement of the member on their renewal form.

6.6.2. Completing Your Renewal

In order to complete your renewal and avoid a late fee, **both** the renewal form and the payment must be received by the office before the deadline. If only one of these is received, the renewal is not complete and the member will be subject to a late fee (6.9.1).

The responsibility for a correct and timely renewal lies with the member and their endorsing church. Endorsing churches must communicate and work with their endorsed members to ensure renewals are completed on time, or else late fees will apply to both the member and the endorsing church (see section 6.9.1). The FCA office will provide support and reminders regarding renewals but the responsibility to ensure that the office has the most current contact information, that renewal notices are read, and that members renew on time remain with the member.

6.6.3. Timeline

The following timeline is used for renewals and late renewals:

October 1 st	<ul style="list-style-type: none"> • Renewal process for the following year officially opens (renewals are not processed prior to this date). • Renewal notifications are sent out by the FCA Office close to this date.
November 30 th	<ul style="list-style-type: none"> • Renewal forms and payment (or special payment arrangements) are due no later than this date. • Unless special payment arrangements have been made, endorsement privileges for churches are suspended after this date. • The late renewal fee takes effect after this date.
January 1 st	<ul style="list-style-type: none"> • Unless special payment arrangements have been made, any endorsed ministers/ministries of endorsing churches will be informed after this date that their endorsing church has not renewed and if they do not renew, endorsed ministers/ministries will have six months to find a new endorsing church. • Membership is officially inactive if not renewed by this date. • Non-renewed members no longer appear in the directory.
January 15 th	<ul style="list-style-type: none"> • Ministers who have not renewed will no longer be registered with the provinces through the FCA to perform marriages.
February 1 st	<ul style="list-style-type: none"> • Access to the online membership portal ceases. • Membership is officially terminated for those who have not renewed. • The member’s online profile is removed. • From this point on, a member that had prior existing membership that has not renewed is considered a new registrant and must go through the initial registration process with all applicable forms (see section 6.2.7).

6.7. Finding a New Endorsing Church

6.7.1. Reasons

There are several reasons why members in good standing may need or desire to find a new endorsing church. Some of them include the following:

- a. The endorsing church may decide to end its relationship with the FCA.
- b. The endorsing church may be asked to leave the FCA because of unbiblical doctrines and/or practices that it chooses not to change.
- c. The endorsing church may no longer meet the requirements to be an endorsing church.
- d. The endorsing church may decide to no longer endorse ministers or ministries.
- e. The endorsing church may decide that it no longer will endorse a particular minister or ministry.
- f. Due to leadership/personnel transitions in either ministry, stronger relationships may exist with an alternative existing endorsing church.

6.7.2. Procedures When the Endorsing Church Initiates

If the change is due to the previous endorsing church's initiative (i.e. items a through e in 6.7.1), the following procedure should be followed:

- a. The previous endorsing church should take care to clearly communicate their intentions regarding endorsement in a timely manner to the member and to the FCA office. In addition, where able and where the situation is appropriate, they should make an effort to help facilitate a transition of endorsement.
- b. A letter explaining the reason for the change will be made by the previous endorsing church and provided to the Fellowship Pastor, the member, and the newly proposed endorsing church. If the member is having a difficult time finding a new endorsing church, the Regional Coordinators, other FCA members, or Fellowship Pastor may be able to provide guidance.
- c. Consultation as needed will take place between the previous endorsing church, the Fellowship Pastor (or Regional Coordinators, or Elders as needed) and the newly proposed endorsing church.
- d. If the reason in Step b includes concerns regarding the member, a letter will also be submitted to the FCA by the newly proposed endorsing church explaining why they feel the member should remain in the FCA.
- e. The newly proposed endorsing church will go through the regular process of endorsing a member as outlined in 6.2.6 or 6.3.2, whichever is applicable.
- f. All letters are kept on file by the FCA Secretary.

6.7.3. Procedures When the Member Initiates

If the change is due to the member's initiative (e.g. item f in 6.7.1), the following procedure should be followed:

- a. The member should be in communication with their current endorsing church to discuss the possibility of endorsement transition.
- b. The member should approach the newly proposed endorsing church to see if they would endorse them.
- c. The newly proposed endorsing church will then directly communicate with the previous endorsing church regarding this transition so there is understanding between the churches.
- d. The newly proposed endorsing church will ask the previous endorsing church for a letter of approval for this change of endorsement and submit a copy to the FCA office (not needed if reviving a membership according to 6.2.7).
- e. The newly proposed endorsing church will go through the regular process of endorsing a member as outlined in 6.2.6 or 6.3.2, whichever is applicable.
- f. All letters are kept on file by the FCA Secretary.

6.8. Membership Voting Rights

Membership voting rights are outlined in the bylaws. The following summary applies to membership meetings and voting:

- a. There are three official separate classes of members:
 - Class A: Ministers
 - Class B: Churches
 - Class C: Parachurch Organizations

- b. All members are entitled to receive notice of and attend all meeting of the members of the corporation.
- c. Ministers in good standing are entitled to one vote each.
- d. Churches and Parachurches in good standing are entitled to two votes each via delegates of the ministry.
- e. Delegates of ministries cannot also be individual minister members of the FCA.
- f. Delegates must have a letter of authority from their church to be able to vote.
- g. Separate class votes for impacted classes are held in the following situations where the proposal is to:
 - Add, change or remove the rights or conditions attached to the memberships of the class
 - Increase the rights of any other class having rights equal or superior to the class
 - Increase the rights of a class having rights inferior to the class to make them equal or superior
 - Effect an exchange or create a right of exchange of all or part of members in another class into the membership of the impacted class
- h. Separate class votes are *not* held in the following situations where the proposal is to:
 - Effect an exchange, reclassification or cancellation of all or part of the membership of the class
 - Create a new class of members having rights equal or superior to those of the class

6.9. Membership Fees

6.9.1. Membership Fee Schedule

All percentages in the tables below are based on the regular minister’s fee (base fee) which means any future regular minister rate changes would automatically change all the other fees that are tied to it. All changes to the fees will involve a vote by the membership.

Minister Fees	Formula	Current Example
Regular Minister	100.00% (the base fee)	\$180.00
Spouse	66.67% (rounded up to nearest \$5)	\$120.00
Missionary/Retired	33.33% (rounded up to nearest \$5)	\$60.00
Late Fee for Minister (in addition to regular renewal fee)	50.00% of individual’s regular fee, split between the late member and their endorsing church*	\$90 / \$60 / \$30

*Churches that have fulfilled their responsibilities and have diligently sought to assist their endorsed members to complete their renewals prior to the deadline may require their endorsed ministers or ministries that renewed late to pay the church’s portion of the late fee. These arrangements are the responsibility of the endorsing church. Alternatively, churches that have failed to communicate adequately with their endorsed ministers or ministries who end up renewing late may want to cover the entire late fee for them.

Missionary: Refers to a minister that meets the following qualifications:

- a. Is engaged in an outreach or equipping ministry primarily toward unbelievers or cross-cultural peoples
- b. Represents a ministry that does not receive/collect regular tithes and offerings in the way a church normally would

Retired: Refers to a minister that meets the following qualifications:

- a. Is at least 60 years old by year end
- b. Is not involved in a paid ministry position more than 10 hours/week
- c. Is not the head of a ministry or pastor of a church

The fee established for FCA church members is the *greater* of:

- 1% of the annual operating budget of the ministry less the missions and buildings funds, to a maximum fee of \$3,000, or
- The minimum fee of \$225

The fee established for FCA parachurch members is the *greater* of:

- 1% of the annual operating budget of the ministry less the missions and buildings funds, to a maximum fee of \$1,500, or
- The minimum fee of \$225

Ministry Fees	Formula	Current Example
Ministry Minimum	125.00% of base fee	\$225.00
Late Fee for Ministry (in addition to regular renewal fee)	50.00% of base fee	\$90.00
Church Maximum	Evaluated separately	Currently \$3000
Parachurch Maximum	50.00% of Church Maximum	\$1500.00

Missions Funds: Refers to funds specifically designated or budgeted for ministry beyond the local church. This may include mission trips, local parachurch organizations such as food banks, or cross-cultural and foreign mission endeavours.

Building Funds: Refers to funds that have been specifically designated or budgeted for new buildings, a significant expansion/renovation project, or a specific building-related capital expense of the church’s place of worship. This does not include building maintenance, minor renovations, or other occupancy costs like property taxes, utilities, etc.

Note the following policies regarding membership fees:

- New registrants pay based on a pro-rated monthly basis of the regular rate based on when they register. For example, if a new minister registers in July, they will be billed half of the annual fee for the remainder of that year.
- Membership fees are not refunded in the event of membership termination, regardless of the reason. However, membership fees may be refunded if the applicable year the fees applied to has not yet commenced.
- Late fees may be waived by the FCA Administration in extenuating circumstances (definition: circumstances beyond the member’s control that prevented them from being able to renew on time).
- Failure to pay the appropriate membership fee results in a disruption of membership.
- Members may register at the lowest fee level they qualify for.

6.9.2. Special Financial Arrangements

Financial challenges can be a real present struggle for some ministries which is why there is the option for ministries to make special financial arrangements with the FCA Treasurer and Administrative office. Two options are available:

- Arranging a payment schedule with the following conditions:
 - The ministry renews their FCA membership by the deadline.
 - The ministry’s membership fees will be paid in full by October 31st of the year the fees apply to (i.e. the year following the renewal period).
 - The ministry makes at least the minimum membership payment when they renew this year. They may pay more at that time if able.
 - The repayment schedule may involve a delayed one-time payment or established regular payments for the remainder due.

b. Requesting a fee reduction with the following conditions:

- The ministry pays the reduced amount in full by May 31st or may propose a payment schedule for the reduced amount.
- The ministry makes at least the minimum membership payment when they renew. They may pay more at that time if able.
- The ministry has been in communication with their endorsing church for counsel and advice as to the options available.
- The ministry submits the following information with this application:
 - A letter explaining their financial situation that has resulted in this request
 - A schedule of future payments including amounts and dates to pay off the reduced amount
 - The ministry's most recent monthly and year-to-date financial statements (at least balance sheet and income statement)
 - The ministry's approved budget to compare to these financial statements
 - Any necessary explanations to understand unclear aspects of the financial documents

An authorized representative of the ministry will need to fill out and submit the applicable form and any other supplementary information required as per above. Contact the FCA office for the forms.

6.10. Annual Conventions

6.10.1. Purpose

Annual conventions form an important part of the FCA, and serve the following purposes:

- Provides opportunities for new relationships, new ministry connections, discovering the rich anointings of God's Spirit seen in the diversity of the Body represented in the Fellowship (1 Corinthians 12:4-6, 21-27)
- Follows Jesus invitation to his disciples to "come away and rest awhile" (Mark 6:30-32)
- Acknowledges the need and benefit of unity, love, fellowship and collaboration in the Body of Christ (Ephesians 4:11-13; Hebrews 10:23-25)
- Enables corporate discussion regarding the FCA's vision and future
- Facilitates the only national (or international) point for fellowship for the FCA
- Provides opportunity to corporately come together and worship our Lord Jesus, to be inspired and equipped with excellent preaching and teaching, and to receive ministry
- Facilitates opportunities to become increasingly aware of and familiar with various FCA ministries
- Allows for the official annual business meeting of members to take place

Often, the convention also provides opportunities to experience the diverse history, geography and culture within Canada (and the USA).

6.10.2. Time and Location

FCA Conventions are held annually near the beginning of May. Locations vary from year to year but typically follow the following repeating schedule:

Year 1 – National Convention in Canada

Year 2 – International Convention in Canada

Year 3 – National Convention in Canada

Year 4 – International Convention in the United States

Details of upcoming Convention sites, dates, and themes will be communicated through the website.

6.10.3. Attendance

Although attendance at the annual convention is not mandatory for members, it is strongly encouraged and expected that members will actively make an effort to attend if possible. Since attendance provides great opportunities to connect with other FCA ministers and be involved in the vision planning and business elements of the FCA, your presence naturally results in a greater sense of connection and fellowship with the FCA. As the FCA evolves, it also adds important voices and perspectives to the initiatives and considerations on important issues.

Churches and ministries are strongly encouraged to plan to send their senior pastor and other leaders or church members to the convention. Both personal and church budgeting can help with this.

Attendance is not restricted to ministry leaders, although most attendees are in leadership roles. Church members are also invited to attend conventions and are encouraged to especially if the convention is hosted near their home church.

6.10.4. Convention Subsidies and Bursaries

The FCA provides funding to help reduce costs for attendees in two ways:

- Convention subsidies provided to the host(s) help reduce the cost of hosting a convention, thereby passing the savings on in the registration costs.
- Convention bursaries are provided for approved applicants who require additional financial assistance in attending the convention (maximum of \$500). Application forms are available online. More information is available through the FCA office.

6.10.5. Convention Planning

The Convention Planning Committee works with a local planning committee to host the event. FCA values are expressed when a local church, group of churches, or whole region partner together to host a convention. The planning committee welcomes and is comprised of those who have a passion for gathering the Body of Christ, gifts of organization and administration, years of convention experience, and a robust manual of details and planning history from previous hosts sites. Those interested in hosting or exploring the possibility of hosting should contact the Convention Planning Committee through the FCA administrative office.

6.10.6. Envisioning Meetings

Envisioning meetings are meant to both communicate vision from the FCA Elders for the FCA and facilitate discussion and input among the membership regarding various topics being addressed. Envisioning meetings have traditionally been held as follows:

- They take place just prior to official convention kickoff.
- There is no cost to attend.
- The Elders are responsible to set the agenda and lead the meetings.
- There is often preparatory work done ahead of time by individuals, regions, or the FCA Board in order to make presentations at the meetings.

6.10.7. Annual Business Meetings

The annual business meeting of members is a requirement of our corporate status. The Convention is the place where this takes place. A typical FCA annual business meeting includes the following (and may include other items):

- Approval of agenda
- Approval of previous ABM minutes
- Presentation of financial statements from previous year
- Approval of budget for following year

- A limited number of verbal reports
- Business items, which may include:
 - Amendments to articles, constitution or bylaws
 - Affirmation of Elders/Directors for another term (those whose terms have expired)
- Presentation of the next year's Convention location

Please see the bylaws for more information regarding the Annual Business Meetings.

7. FCA Organization

7.1. FCA Board

See section 8. FCA Board for details

7.2. Administrative Support

7.2.1. Administrative Support Positions

The administrative support consists of those that have been hired, contracted, or recruited as volunteers by the Board to provide overall administrative support. The current administrative support roles are:

- a. Executive Assistant
 - First point of contact for FCA office inquiries
 - Functions as recording secretary for board and membership meetings
 - Maintains membership records
 - Registers ministers for marriage privileges with provincial bodies
 - Maintains the FCA Canada website and membership portal
 - Provides administrative support for the Board
- b. Financial Administrator
 - Administers payroll, payables, receivables
 - Keeps financial records of the FCA
 - Administers FCA Plus
 - Administers Group RRSP program
 - Provides financial reports
 - Ensures government filings of the FCA are up to date
- c. Office Support (the physical FCA office in Grande Prairie, Alberta)
 - Processes mail and bank deposits
 - Maintains physical FCA records
 - Supports Executive Assistant and Financial Administrator as requested

7.2.2. Communications Policy

Members may submit upcoming events or opportunities to the FCA office via email and request they be forwarded to other FCA member regions. These notifications are forwarded directly from the source named at their request through the email address news@fcaministers.com. The office will not editorially alter, fact check, or vouch for the contents of the postings. All inquiries and feedback should be directed to the original sender and not the FCA office. Any forwarding requests must include Date, Sender, and Contact Information, along with the content submitted. These notices may not contain attachments but can include hyperlinks.

7.3. Board Committees

7.3.1. Definition

In the context of the FCA, Board Committees are standing or ad-hoc committees that are dedicated to furthering a particular purpose or need of the FCA. All committees share all of the following features:

- a. A clearly defined purpose that aligns with the overall mission of the FCA
- b. Clearly defined responsibilities of the committee
- c. Endorsement by the FCA Board
- d. A system to provide minutes of meetings and/or reports to the Board within 30 days of a meeting

- e. A minimum of three members, with one serving as the chair of the committee
- f. Clearly defined terms and methods for adding/removing members and renewing terms
- g. At least one FCA Board member that functions as a liaison (the Board establishes who this will be)
- h. Meetings that occur at least once/year (applicable only to standing committees)
- i. Accountability to the FCA Board who bears the responsibility to ensure that committees function according to their purposes

Notes on Committees:

- a. Separate organizations that have their own legal existence (e.g. FCA Leadership Training Scholarship Fund) are not considered committees but are rather considered collaborations (see 7.5).
- b. If a committee does not meet one of the features above temporarily, that does not automatically mean they no longer function as a committee. The committee shall inform the FCA Board if this becomes the case and plan to recruit new members for any existing vacancies. The FCA Board will be available to help determine the best course of action and support the remedy of the situation.

7.3.2. Establishment

A committee may be established in a variety of ways:

- a. The Board initiates the formation of a committee based on their determination of a need.
- b. The membership votes to establish an FCA program that requires a committee to function (e.g. FCA Plus).
- c. A member approaches the Board with a recommendation to form a committee which the Board may choose to endorse and form.

7.3.3. Committee Member Qualifications

Committee members must meet the basic requirement of membership outlined in 5.2.1, with the following clarification regarding membership status requirements. Committee members must be associated with the FCA in *one* of the following ways:

- a. Be a member of the FCA, or
- b. Be a member of an FCA-member church or parachurch ministry, or
- c. Be an employee of an FCA-member church or parachurch ministry, or
- d. Be a volunteer of an FCA-member church or parachurch ministry and recognized as such by the ministry's Board or Senior Administration

Exceptions to the above may be warranted occasionally (e.g. professional counsel) and need to be approved by the Board.

Committee members must also be willing and able to attend the vast majority of committee meetings and complete all work assigned by the committee. Committees are encouraged to use the multitude or technological tools to push their work forward. Committee positions are not compensated by the FCA.

7.3.4. Current Standing Committees

Current standing committees and their main purpose are listed below. For more detailed information on any of these committees, including specific tasks, etc., please contact the FCA office.

- a. **FCA Plus Committee:** To assist the FCA in the effective implementation of an extended health care benefits plan.
- b. **Group RRSP Committee:** To assist the FCA in the effective implementation of a retirement savings plan.
- c. **Heritage Committee:** To publicly honour FCA members who have faithfully ministered for the sake of the gospel for many years.

- d. **FCA Media Committee:** To provide the FCA with effective means of integrating current communication technology.
- e. **Convention Bursaries Committee:** To provide financial assistance to attend the annual FCA Convention to FCA members and others who otherwise could not attend.
- f. **Convention Planning Committee:** To provide guidance, assistance, and consistency to the local convention planning team.
- g. **Missions Committee:** To ensure the global and parachurch elements of the FCA thrive in their respective ministries.

7.3.5. Dissolution

A committee is dissolved in the following situations:

- a. An ad-hoc committee has accomplished the purpose for its existence
- b. The program or feature the committee existed for is no longer provided by the FCA
- c. The FCA Board votes to dissolve the committee for any valid reason as determined by the Board
- d. The committee chooses to dissolve itself, in which case the Board may choose to re-establish the committee with alternative individuals

Any committee dissolution should officially be voted on by the Board and noted in Board minutes. Upon dissolution, the committee bears no more responsibility or authority related to the committee purposes.

7.4. Fellowship Commissions

7.4.1. Definition

Fellowship Commissions are commissioned by the Board and/or membership to focus on fellowship or relational ministry within the FCA. They are not tasked with strategic development or administration of programs, although some administration would certainly be involved in facilitating their tasks. These can evolve into committees if needed. All commissions share all of the following features:

- a. A clearly defined purpose that aligns with the overall mission of the FCA
- b. Clearly defined responsibilities of the commission
- c. Endorsed by the FCA Board
- d. A system to provide regular reports to the Board or their Elder liaison
- e. Clearly defined term lengths
- f. Accountable to the FCA Board who bears the responsibility to ensure that commissions function according to their purposes

7.4.2. Establishment & Appointment

7.4.2.1. Methods of Establishment

A commission may be established in a variety of ways:

- a. The Board initiates the formation of a commission based on their determination of a need
- b. The membership votes to establish an FCA ministry that requires a commission to facilitate it (e.g. Regional Coordinators)
- c. A member approaches the Board with a recommendation to form a commission which the Board may choose to endorse and form

7.4.2.2. Commission Appointments

Due to the varying nature and responsibilities of the commissions, different bodies are responsible to appoint individuals to the established commissions (see more details under each commission section). The current commissions are filled as follows:

- a. **Fellowship Pastor** – Recommended by the Board to the membership; the membership votes
- b. **Regional Coordinator** – See point 7.4.5.4 below (basically established by the local region)
- c. **Missions Coordinator** – Voted on by the Board
- d. **Prayer Coordinator** – Voted on by the Board

7.4.2.3. Commission Accountability

Where concerns, problems, or the need for clarity or direction arise regarding any particular commission, members may appeal to the FCA Elders who will help discern the leading of the Spirit and determine an appropriate course of action.

7.4.3. Removal from Office

7.4.3.1. Reasons for Removal

Those functioning in commission roles may be removed from office for any of the following reasons:

- a. Departure from the FCA *Statement of Common Beliefs*
- b. Departure from the FCA *Statement of Ethics*
- c. Moral failure or loss of integrity due to sexual, financial, or relational behavior
- d. Abuse of their ministry description
- e. Loss of ability to function due to health or other personal issues
- f. Persistent violation of the Constitution & By-laws and/or Policies & Procedures of the FCA
- g. Significant misrepresentation of the FCA to others

7.4.3.2. Procedure

The Fellowship Pastor, Missions Coordinator, and Prayer Coordinator may be removed from their positions through the initiative of the FCA Board. For Regional Coordinators, generally the members of the region shall initiate this action according to their established procedure (see additional details below in 7.4.3.3). Regardless of who initiates, this procedure shall include the following:

- a. A concerted pursuit of truth, redemption, reconciliation, and just and reasonable action
- b. The involvement of no less than three members of the Elder Board in the process, one of whom should be the Fellowship Pastor (unless he/she is the one subject to removal)
- c. A way for establishing who conducts the gathering of information
- d. A fair process that clearly identifies the reason(s) for removal
- e. A fair process for gathering all necessary information related to the reason(s)
- f. A way to ensure the individual can speak to the issue(s) they are accused of
- g. A method for establishing a reasonable final decision

For the removal of Regional Coordinators, in addition to the above items, there must also be a means of maintaining communication with the Fellowship Pastor throughout the process.

7.4.3.3. FCA Elder Facilitation

For addressing valid reasons for removal regarding a Regional Coordinator, if no procedure exists, if the region does not address valid reasons for removal within a reasonable period of time, or if the regional members determine that they are not the appropriate body to deal with the issue, they shall approach the Fellowship Pastor and the FCA Elders for a

resolution. At that time, the Fellowship Pastor and/or FCA Elders or their appointed delegates will establish and follow a procedure towards a hopeful and satisfactory resolution based on the items in 7.4.3.2.

7.4.4. Fellowship Pastor

7.4.4.1. Purpose

The Fellowship Pastor exists to encourage FCA members, promote the mandate of the FCA, and facilitate fellowship within the FCA.

7.4.4.2. Qualifications

The Fellowship Pastor is required to:

- a. Be a member in good standing with the FCA
- b. Agree with, support, and promote the mission of the FCA
- c. Be familiar with and able to interpret FCA policy and procedure to inquirers
- d. Be an Elder of the FCA

7.4.4.3. Responsibilities

The Fellowship Pastor is responsible to:

- a. Maintain a vibrant relationship with God the Father, the Lord Jesus, and the Holy Spirit
- b. Promote the mandate (mission, vision, values) of the FCA among members
- c. Encourage a spirit of fellowship among FCA member ministers and ministries
- d. Communicate regularly with Regional Coordinators, providing counsel, support, and encouragement for them in their ministry
- e. Attend the annual FCA convention and regional gatherings as able
- f. Represent the FCA to other organizations and at interdenominational events
- g. Maintain regular communication with the FCA Board via reports and attendance at meetings
- h. Pray consistently for the blessing of God on the FCA and the dedication of every member to the spread and edification of the church
- i. Help create accountability to the constitution, bylaws, and handbook of the FCA among members

7.4.4.4. Appointment

Appointment of the Fellowship Pastor is as follows:

- a. The FCA Elders shall develop an appropriate process for the search and interviews of prospective candidates
- b. The Elders will approve a candidate to be presented to the membership at the following ABM
- c. The Fellowship Pastor shall be approved by a minimum two-thirds majority vote at the ABM

In the event that the Fellowship Pastor is unable to continue functioning in that role until the next opportunity for a membership vote, the Elders may appoint an interim Fellowship Pastor until the next ABM.

7.4.4.5. Term of Office

The term of the position is as follows:

- a. The Fellowship Pastor shall typically serve for a three-year term, with the possible exception noted in b.
- b. The Fellowship Pastor may begin to function in this role at any time during his/her tenure as an FCA Elder; however, renewal of the Fellowship Pastor term will coincide with the renewal of their Elder term thereafter.
- c. The incumbent candidate does not have any limitation of term and may be reappointed to the office as long as they remain able, qualified, and willing to serve; and continue to have the confidence and endorsement of the FCA Elders and membership.

- d. The Fellowship Pastor may resign the position but retain his/her role as an FCA Elder. However, should he/she resign as an FCA Elder, the role as Fellowship Pastor will be deemed to have been resigned also.

7.4.4.6. Remuneration & Expenses

Compensation arrangements are negotiated between the Fellowship Pastor and the FCA Board. This is included in the budget that is presented for membership approval at the ABM.

In addition to the compensation package, there is an annual budgeted amount to cover travel and other expenses related to the Fellowship Pastor's responsibilities, which is administered through the office of the Treasurer. The Fellowship Pastor may not disperse funds received toward any purposes other than the fulfillment of the job description detailed in this handbook. Receipts for reimbursement must be submitted to the FCA office with reasonable regularity, along with a detailed accounting of income and expenses.

Any honoraria or other funds received by the Fellowship Pastor are to be submitted to the FCA office. These funds will be included in the budget as funds available to help cover Fellowship Pastor expenses.

7.4.5. Regional Coordinators

7.4.5.1. Purpose

The Regional Coordinators exist to encourage, inform, and facilitate fellowship among FCA members within their respective regions including welcoming and orienting new members to the FCA.

7.4.5.2. Qualifications

7.4.5.2.1. Required Qualifications

Each Regional Coordinator is required to:

- a. Be a member in good standing with the FCA
- b. Have the capacity and desire to facilitate fellowship within the region
- c. Be able to finance related costs of communication and travel

7.4.5.2.2. Expected Qualifications

The following qualifications are expected, but there may be situations where exceptions would apply. The expected additional qualifications are that the regional coordinator should:

- a. Reside within the region they coordinate
- b. Be present and locally available in the region, and not regularly absent from the region for extended periods of time
- c. Have been an active member of the FCA for at least the last three years

7.4.5.2.3. Exceptions

Where a region may be looking to install a coordinator who does not meet one or more of the expected qualifications (7.4.5.2.2), the region shall discuss the option with the Fellowship Pastor beforehand. If the region and the Fellowship Pastor agree with the exceptions, the coordinator may be appointed.

7.4.5.3. Responsibilities

This person is chosen to facilitate a sense of pastoral care, encouragement, and fellowship to the ministries and ministers of their region. They shall:

- a. Be available to provide counsel to ministers and/or ministries in their region.

- b. Facilitate cluster meetings of ministers and leaders in their region at least twice each year.
- c. Be familiar with FCA policies and procedures and be able to provide guidance to ministers and/or ministries in these matters or direct an appropriate referral.
- d. Promote Biblical unity and respect among FCA members and demonstrate respect for other Regional Coordinators and their regions.
- e. Present updates and needs of their region to the FCA Fellowship Pastor and Elders for the purposes of encouragement, celebration, prayer, and strategic planning.
- f. Present information from the FCA Elders to their region for the purposes of encouragement, discussion, feedback, and awareness.
- g. Be able to facilitate an appropriate course of action for ministers and/or ministries of their region who are requesting help when experiencing difficulty.
- h. Be in regular communication with the Fellowship Pastor, including participating in scheduled Regional Coordinator conference calls.
- i. Promote the collective FCA mission and related initiatives in their region.
- j. Participate in convention and other planning meetings as may be required.
- k. Respect local ministerial relationships and role of the endorsing churches of ministers and/or ministries.

7.4.5.4. Appointment

7.4.5.4.1. Procedure

The ministers and church delegates of each region shall choose the Regional Coordinator. The region should have a clear procedure for choosing the Regional Coordinator. This procedure shall include the following:

- a. A nomination process that allows candidates to accept or decline a nomination
- b. A method for establishing if nominees understand and meet the required and expected qualifications
- c. Clear communication with the nominees regarding the responsibilities involved
- d. An appointment/election process that reflects the general will of the regional members
- e. A means of maintaining communication with the Fellowship Pastor throughout the process

7.4.5.4.2. Fellowship Pastor Facilitation

Where there is uncertainty regarding appointment, where no procedure exists, where the region requests help, or where a region does not appoint a coordinator within a reasonable period of time, the Fellowship Pastor will help to facilitate this process using the elements mentioned in 7.4.5.4.1.

7.4.5.5. Term of Office

The Regional Coordinator shall serve for a three-year term and may serve more than one term at the discretion of the regional members. Should the Coordinator determine that he/she cannot fulfill this term, he/she may submit their resignation to their region and the Fellowship Pastor.

7.4.5.6. Remuneration

Although the Regional Coordinator serves in a volunteer capacity, a small honorarium may be provided for in the annual FCA budget. In addition, there may be considerable or exceptional expenses incurred at times, which may be approved and reimbursed by the regional ministries.

7.4.5.7. Associate Regional Coordinator

It is advisable for the region to choose an Associate to assist the Regional Coordinator and to serve in his/her absence. All things that pertain to the Regional Coordinator also apply to the Associate Regional Coordinator, with the exception that the Associate does not receive any remuneration in the FCA budget.

7.4.5.8. Regional Coordinators and Endorsing Churches

Sometimes confusion arises regarding the role of regional coordinators in contrast to the role of endorsing churches. Here are some general guidelines of their respective functions:

7.4.5.8.1. Endorsing Church

- a. Vouches for the spiritual maturity and ministry abilities of any minister/ministry they endorse
- b. Ensures relationship exists with endorsed ministers/ministries
- c. Is the first point of contact beyond the endorsed minister/ministry for any disciplinary issues and/or FCA constitution/bylaws or policy/procedure violation issues
- d. Is expected to participate in facilitating an appropriate course of action for endorsed ministers and/or ministries who are requesting help when experiencing difficulty
- e. Has authority in spiritual matters concerning ministers and ministries they endorse

7.4.5.8.2. Regional Coordinator

- a. Facilitates a sense of pastoral care, encouragement, and fellowship to the ministries and ministers of their region
- b. Provides opportunities for fellowship and intentionally tries to connect with and support members within the region, but is not responsible for members who do not participate
- c. Is able to facilitate an appropriate course of action for ministers and/or ministries of their region who are requesting help when experiencing difficulty

7.4.5.8.3. Both

- Educate ministers on FCA constitution/bylaws and policies/procedures.
- Engage in fellowship with the ministers

7.4.5.9. Current National Regions

The Current National Regions are:

- British Columbia - Vancouver Island and Lower Mainland
- British Columbia - Kootenays and Interior
- Peace River Region (Northwestern Alberta and Northeastern B.C.)
- Central and Northeastern Alberta
- Southern Alberta
- Saskatchewan East
- Saskatchewan West
- Saskatchewan South
- Manitoba & Northwestern Ontario
- GTA Central
- 905 East (Greater Toronto Area)
- 905 West (Greater Toronto Area)
- Southwestern Ontario
- Northern & Eastern Ontario/Canada

7.4.5.10. Adding a Region

7.4.5.10.1. Reasons

Additional Regions may be established for the following reasons:

- a. There are multiple ministers/ministries in a new area that was not a part of an existing region
- b. There is a cluster of ministers/ministries in a distant or isolated geographical area of an existing region
- c. An existing region grows to the point where it would be beneficial to split into smaller regions

7.4.5.10.2. Procedure

Additional Regions are established in the following way (some of the steps may overlap):

1. A possible region is identified by the Fellowship, either through the membership, the Fellowship Pastor, or some other individual or group.
2. The Fellowship Pastor is presented with the proposal.
3. The Fellowship Pastor takes the proposal to the FCA Board for consideration.
4. The Fellowship Pastor does further research and obtains feedback from existing regions that are potentially impacted.
5. Based upon the research and feedback, the Board determines whether to establish an additional region.
6. The Fellowship is informed of the new region including any regional boundary adjustments.
7. The Fellowship Pastor initiates the process to establish a Regional Coordinator.

7.4.5.11. Other Adjustments to Regions

It is possible that beyond adding a region, some regional boundaries may need to be adjusted, or some regions may even be merged. In such instances, the procedure would follow the steps in 7.4.5.10.2.

7.4.6. Missions Coordinator

7.4.6.1. Purpose

The Missions Coordinator exists to encourage missionaries and promote missions among the FCA.

7.4.6.2. Qualifications

The Missions Coordinator is required to:

- a. Be a member in good standing with the FCA
- b. Agree with, support, and promote the mission of the FCA
- c. Be familiar with and able to interpret FCA policy and procedure to inquirers
- d. Have been actively involved in mission work for a minimum of five years as a missionary, or as a local church leader sending/supporting missionary workers or establishing missionary ministries.

7.4.6.3. Responsibilities

The Missions Coordinator is responsible to:

- a. Encourage FCA missionaries and their sending churches
- b. Promote FCA missions during the annual convention, such as facilitating a missions day and serving on the Convention Planning Committee for these purposes
- c. Chair the Missions Committee
- d. Facilitate the development of mission policies, templates, and resources for missionaries and ministries
- e. Facilitate the maintenance of an FCA missions database, both current and historical

- f. Review proposed programs and consult with missionaries on initiatives, and policy and procedure development/changes within the Corporate FCA with a focus on how these may impact missions and missionaries
- g. Provide regular reports to the Board and an annual report at the Annual Business Meeting

7.4.6.4. Appointment

Appointment of the Missions Coordinator is as follows:

- a. The FCA Elders shall develop an appropriate process for the search and interviews of prospective candidates, which will include involvement by the Missions Committee.
- b. The Elders will prayerfully approve and install the Missions Coordinator and notify the membership.

7.4.6.5. Term of Office

The Missions Coordinator shall serve a three-year term, starting and ending at the Annual Conventions.

7.4.6.6. Remuneration

The Missions Coordinator serves on a volunteer basis.

7.4.7. Prayer Coordinator

7.4.7.1. Purpose

The Prayer Coordinator exists to communicate prayer needs and promote prayer initiatives in the FCA.

7.4.7.2. Qualifications

The Prayer Coordinator is required to:

- a. Be a member in good standing with the FCA
- b. Agree with, support, and promote the mission of the FCA
- c. Have a desire to pray for and to facilitate prayer among the FCA

7.4.7.3. Responsibilities

The Prayer Coordinator is responsible to:

- a. Compile prayer requests and needs from among the FCA, working together with the Elders and Regional Coordinators for these purposes
- b. Communicate prayer items and answers to prayers to the FCA
- c. Encourage prayer among FCA regions
- d. Develop and promote national FCA calls to prayer
- e. Connect the FCA with national prayer ministries (e.g. National House of Prayer, etc.).
- f. Prepare prayer ministry for annual conventions
- g. Work in concert with the Fellowship Pastor, regional coordinators, FCA Media, and FCA Elder Board

7.4.7.4. Appointment

Appointment of the Prayer Coordinator is as follows:

- a. The FCA Elders shall develop an appropriate process for the search and interviews of prospective candidates.
- b. The Elders will prayerfully approve and install the Prayer Coordinator and notify the membership.

7.4.7.5. Term of Office

The Prayer Coordinator shall serve a three-year term, starting and ending at the Annual Conventions.

7.4.7.6. Remuneration

The Prayer Coordinator serves on a volunteer basis.

7.5. Fellowship Collaborations

7.5.1. Definition

FCA Collaborations are official partnerships with other organizations or groups that exist to serve the FCA in Canada by providing programming and/or services to the FCA. These organizations or groups are not directly responsible to the FCA Board but function as partners. Such collaborations may be considered indefinite or have a defined term. All collaborations share all of the following features:

- a. A clearly defined partnership purpose that aligns with the overall mission of the FCA
- b. Clearly defined services that advance the purposes of the FCA
- c. The entity is a member of the FCA or was specifically created to serve the FCA
- d. There is a specific interest in the FCA (i.e. not simply a broad service available to many parties)
- e. The entity is non-profit in nature
- f. Endorsed by the FCA Board
- g. At least one FCA Board member that functions as a liaison (the Board establishes who this will be)
- h. A method of reporting to the FCA Board regarding partnership areas on at least an annual basis
- i. Is not in competition with current committees or collaborations

The FCA does not collaborate with a ministry simply because that ministry provides a valuable service available to FCA members. Collaborations are rare and are meant to be an important source of partnership in ministry, not meant as a means to simply promote a particular ministry.

7.5.2. Establishment

A collaboration may be established in a variety of ways:

- a. The FCA calls for the formation of a separate entity based on the determination of such a need
- b. An existing entity approaches the FCA and an official partnership is established
- c. The FCA approaches an existing entity to form a collaboration

7.5.3. Current Collaborations

Current FCA Collaborations and their main purpose are listed below.

- a. **Clearwater College:** The official Bible training college of the FCA in Canada
- b. **FCA Leadership Training Scholarship Fund:** A Canadian registered charity established to facilitate the distribution of scholarships to FCA-connected individuals pursuing Bible College education

7.5.4. Dissolution of Collaboration

A collaboration is dissolved in the following situations:

- a. The term or purpose for collaboration has concluded
- b. The program or feature the collaboration existed for is no longer desired by the FCA
- c. The Board votes to dissolve the collaboration for any valid reason as determined by the Board
- d. The collaborative entity chooses to dissolve itself, in which case the Board may choose to establish an alternative collaboration with another entity

Any dissolution should officially be voted on by the Board and noted in Board minutes.

8. FCA Board

8.1. Composition

The FCA Board is composed of the Elders, who are the directors of the Corporation. The terms Elder and director may be used interchangeably. The officers of the Board include the Chair, Vice-Chair, Secretary, and Treasurer and are appointed by the Board from among the Board.

8.2. FCA Elders/Directors

8.2.1. Qualifications

FCA Elders must meet the following qualifications:

- a. Be a committed disciple of Jesus Christ with a servant attitude
- b. Have a godly testimony in home and community
- c. Meet the requirements of FCA membership in 6.2.1
- d. Be a current member in good standing with the FCA
- e. Have access to sufficient resources of time and finance in order to facilitate the essential duties
- f. Possess a pastoral and visionary perspective for the FCA
- g. Meets all legal requirements to function as a Director of a Canadian registered charity
- h. Have at least 10 years membership in the FCA
- i. Have demonstrated success in ministry
- j. Demonstrate team player mentality
- k. Already recognized as a leader among the Fellowship

8.2.2. Responsibilities

The Elders are responsible for the following:

- a. Represent and encourage a spirit of brother/sisterhood within the FCA family.
- b. Pray consistently for the blessing of God on the Fellowship and the dedication of the membership to the cause of the Kingdom.
- c. Fulfill fiduciary and other legal responsibilities and requirements.
- d. Participate in a significant majority of Board meetings including the annual Board retreat.
- e. Be committed to an accurate understanding and appreciation for the history, nature, mission, values, policies, and procedures of the FCA.
- f. Communicate and encourage biblical vision for the spread and edification of the Kingdom in harmony with the mandate of the FCA.
- g. Interpret, communicate, and facilitate the advancement of the purposes and established mission of the FCA via strategic initiatives and action committees.
- h. Provide service on Board committees and other projects as required.
- i. Investigate and establish strategic collaborations.
- j. Update, interpret, communicate, and implement FCA policies and procedures as custodians of the handbook.
- k. Attend the annual FCA Convention (unless there are extenuating circumstances).
- l. Prepare and lead envisioning meeting sessions.
- m. Prepare the Annual Business Meeting agenda, budget, and other business.
- n. Communicate appropriate information, encouragement, and counsel to the FCA membership.
- o. Communicate regularly with Regional Coordinators for the purposes of both providing counsel and support and receiving feedback and requests.
- p. Represent the FCA to other Christian bodies and government agencies as needed or requested.

8.2.3. Appointment

Appointment of Elders takes place as follows:

- a. The Board shall develop an appropriate process for the search of a potential candidate.
- b. The Board shall dialogue with and conduct an interview with the potential candidate.
- c. The Board shall vote to recommend the candidate as an Elder to the membership, and the candidate must receive unanimous support from the existing Elders.
- d. The Board shall present the candidate to the membership at the next annual business meeting for a vote, and the candidate must receive at least 80% support from the votes cast at the meeting.

8.2.4. Terms of Office

All Elders are appointed to three-year terms, with the following exceptions:

- If an Elder is appointed to fill a vacant director position, they serve until that term expires
- The Board may choose to stagger terms, which may result in a shorter term

Terms shall not exceed three years and shall be specified at the time of the vote. Upon expiration, terms may be renewed at the annual Convention.

8.2.5. Remuneration

FCA Elders shall serve on a volunteer basis.

8.3. Removal from Office

8.3.1. Scenarios

An Elder may cease holding office in a variety of scenarios, which include the following:

- a. Expiration of Term. An Elder's term may expire and they either don't allow their name to stand, or their term is not renewed by the membership.
- b. Personal Initiative. An Elder may submit a resignation to the Board for any reason they deem appropriate during their term of office.
- c. Board Initiative. Should An Elder appear to lose the ability to serve the FCA, the Board may initiate a process that may result in removal from office. See more details under 8.3.4 for FCA Elders and 8.4.4 for FCA Officers.

8.3.2. Reasons for Removal

Elders may be removed from office for any of the following reasons:

- a. Departure from the FCA *Statement of Common Beliefs*
- b. Departure from the FCA *Statement of Ethics*
- c. Moral failure or loss of integrity due to sexual, financial, or relational behavior
- d. Misappropriation of FCA funds
- e. Abuse of their ministry position's authority or influence
- f. Loss of ability to function due to health or other personal issues
- g. Persistent violation of the Constitution & By-laws and/or Policies & Procedures of the FCA
- h. Significant misrepresentation of the FCA to others

8.3.3. Leave of Absence

In the case of temporary, involuntary difficulties, the Elder shall agree to the Board's request for a leave of absence for a period agreed upon by the Board. Following this term, a decision to return or to resign from the position will be considered and confirmed by the Board. This will be communicated to the membership at the following annual meeting.

8.3.4. Removal of an Elder by Board Initiative

Should an Elder appear to lose the ability to serve the FCA (see 8.3.2), the following takes place:

- a. A special meeting of the Board is called to discuss the issue and assess the Board's support.
- b. Should a minimum of at least two Elders of the Board deem that there is adequate cause for concern regarding the Elder's ability to continue in this role, the Board may choose to suspend the Elder from the Board via a carried motion.
- c. Upon suspension, the Elder in question will require an 80% majority of the votes cast by the membership at the next annual business meeting to retain their office.
- d. If the Elder does not retain membership support, they will no longer function as an FCA Elder.

In light of a serious question of this nature among colleagues as to the ability to continue to serve in this office, it would be advisable for the Elder in question to offer a resignation prior to a membership vote. This would be consistent with the intended servant spirit of this office. This initiative would demonstrate care for the body and avoid undue dissension and stress for the Fellowship at large.

8.3.5. Elder Emeritus

8.3.5.1. Definition

An Elder Emeritus is someone who has served faithfully as an Elder for several years but has chosen to step down from that role in an official capacity, without the intention of serving as an Elder again. Although they no longer are considered official Elders and do not sit on the FCA Board, they remain leaders within the FCA and are considered an ongoing source of information, guidance, and wisdom to the current FCA leadership and members. In any particular matter that the Board deals with, they may use the Elders Emeriti as advisers.

The first class of Elders Emeriti were recognized as those who provided significant leadership to the FCA prior to the establishment of the official Elder positions. They are deemed qualified by their faithful testimony and ministry, plus have the honour and favour of their peers in the FCA and of God.

8.3.5.2. Qualification

With the exception of the first class of Elders Emeriti (recognized in 2007), an Elder Emeritus must meet the following qualifications:

- a. Served faithfully as an Elder for the equivalent of at least one full term
- b. Intends to no longer serve as an FCA Elder moving forward (i.e. retire their position of FCA Elder). In the event that an Elder Emeritus would again serve as an Elder, their title of Elder Emeritus would be temporarily suspended for the duration of their Elder term.
- c. Is no longer an official Elder due to their own initiative (stepped down or chose not to renew term)
- d. Is willing to continue to provide input from time to time as requested by the Board
- e. Commended and recognized by the existing Elders as an Elder Emeritus

8.3.5.3. Recognition

Elders Emeriti are recognized in the following way:

- a. The Elder makes known his/her desire to retire from their position as Elder.
- b. The remaining Elders verify the retiring Elder meets the qualifications.
- c. The remaining Elders vote to consider recommending the retiring Elder as an Elder Emeritus to the membership.
- d. The Elder is willing to accept the title.

- e. The membership votes to officially recognize the Elder Emeritus at the annual business meeting that coincides with their retirement (or the subsequent annual business meeting if they retired between meetings).
- f. The Elder Emeritus bears the title for life.

8.3.5.4. Recognized Elders Emeriti

The Leadership structure involving FCA Elders officially commenced in 2007. At that time, a number of FCA members who informally were already recognized as trans-local leaders were recognized as Elders Emeriti. Subsequent to 2007, Elders Emeriti are recognized from among those that have officially served as Elders in the FCA.

Year	Elder(s) Emeriti Recognized	Years Served
2007	John Lucas II, Kenton Kennett , Mervin Westad , Cliff Stalwick, Jake Toews, Gordon Setterlund, Wilfred Lawrenson, Arthur Lagore, George Mackenzie	
2014	Roger Armbruster	2007-2014
2015	Jim Reimer	2009-2015
2016	Paul Vallee	2007-2016
2017	Lovelace St. John	2007-2017
2018	Brad Montsion	2011-2018
2019	James Humphries	2016-2019

*Names in **bold** are Elders Emeriti who have passed on to glory.

8.4. FCA Officers

8.4.1. Appointment

Officers of the board are appointed by the Board from among the Elders. When the position of an officer becomes vacant, a new officer must be appointed as soon as possible.

The Secretary and Treasurer offices may be filled by the same person.

8.4.2. Term of Office

Officers are appointed to serve a maximum of a three-year term. However, their term as an officer will automatically align with their term of Elder. Therefore, when their term as An Elder expires, their term as an officer also expires. Should the Elder be voted in for another term, the Board may choose to reappoint him/her to the same office previously held.

8.4.3. Remuneration

The Secretary and/or Treasurer may receive compensation as determined by the Board and included in the budget.

8.4.4. Removal of an Officer

An officer may be removed from their role as an Officer without being removed as an Elder. This can happen if:

- a. Their officer term expires and is not renewed but they have been elected to a new Elder term as an Elder
- b. They choose to resign from their officer role but not from their Elder role
- c. The Board initiates a removal from the role (e.g. due to an inability to fulfill their officer responsibilities) but determines they should remain on as an Elder.

8.4.5. Chair

8.4.5.1. Qualifications

The Chair must meet the following qualifications:

- a. Meet the qualifications of Elders in 8.2.1
- b. Familiarity with the FCA's constitution, bylaws, and policies and procedures
- c. Good organizational skills
- d. Effective leadership, communication, and interpersonal skills
- e. Knowledge of parliamentary procedures

8.4.5.2. Responsibilities

The Chair is primarily responsible for providing leadership to the Board. Specific responsibilities include:

- a. Serving as the contact person for Board members regarding Board issues
- b. Developing meeting agendas in conjunction with the Secretary and/or others
- c. Developing the agenda for the annual Elders' retreat
- d. Chairing Board meetings
- e. Chairing the Annual Business Meeting of members
- f. Calling special meetings as needed
- g. Being involved in Board policy development and implementation
- h. Overseeing the recruitment of new Board members
- i. Overseeing Board member orientation and development
- j. Serving as primary spokesperson for the Board

8.4.6. Vice-Chair

The Vice-Chair should meet the same qualifications as the chair (see 8.4.5.1) and is responsible to act as Chair in the absence of the Chair or as requested by the Chair. In addition, the Vice-Chair is responsible to assist the Chair in carrying out their responsibilities (see 8.4.5.2).

8.4.7. Secretary

8.4.7.1. Qualifications

The Secretary must meet the following qualifications:

- f. Meet the qualifications of Elders in 8.2.1
- g. Familiarity with the FCA's constitution, bylaws, and policies and procedures
- h. Good organizational skills
- i. An astute attention to detail
- j. Effective communication and interpersonal skills
- k. Analytical, problem-solving skills
- l. Knowledge of parliamentary procedures

8.4.7.2. Responsibilities

The Secretary is primarily responsible for tracking memberships, ensuring proper filing with the government, being familiar with and communicating FCA policy, and overseeing the recording of minutes. Specific responsibilities include:

- a. Maintaining and safely storing accurate organizational records and records of memberships
- b. Providing information to FCA members and prospective members who present inquiries
- c. Ensuring distribution of notice, agenda, minutes, and supporting documentation for official meetings
- d. Providing reports on memberships to the Board and membership

- e. Providing documents to churches for licensing and ordination of ministers
- f. Facilitating the annual renewal of memberships for ministers and ministries
- g. Registering new ministers with the appropriate provincial government as required
- h. Filing appropriate reports with the various government agencies as required
- i. Overseeing the recording and distribution of minutes of all FCA Board meetings and Annual Business Meetings
- j. Ensuring compliance with government regulations
- k. Ensuring compliance with the FCA bylaws
- l. Collecting minutes from all Committees meetings
- m. Tracking Elders' terms
- n. Maintaining the Board Policy Manual
- o. Providing other reports as may be required
- p. Providing administrative assistance to the Board
- q. Overseeing the function of the physical office and support staff therein regarding FCA functions

The Secretary may delegate tasks to an assistant, but still provides oversight for these items.

8.4.8. Treasurer

8.4.8.1. Qualifications

The Treasurer must meet the following qualifications:

- a. Meet the qualifications of Elders in 8.2.1
- b. Familiarity with the FCA's constitution, bylaws, and policies and procedures
- c. Good organizational skills
- d. An astute attention to detail
- e. Effective communication and interpersonal skills
- f. An understanding of, and experience with, GAAP financial reporting and practices
- g. Ability to interpret financial statements to provide relevant information to the Board and membership

8.4.8.2. Responsibilities

The Treasurer is primarily responsible for financial record keeping, budget development, and financial reporting. Specific responsibilities include:

- a. Maintaining accurate financial accounting for the FCA
- b. Ensuring any donations and/or restricted funds are handled properly
- c. Providing the Fellowship Board with regular financial statements and reports
- d. Working with any auditors to review the books
- e. Providing complete reports on financial activities for the past fiscal year at the annual business meeting
- f. Initiating and assisting with the development of the budget at the Board level
- g. Presenting the budget to the membership for approval at the annual business meeting
- h. Tracking actual expenses against the budget and recommending any adjustments throughout the year to facilitate ongoing control and proper management of FCA resources
- i. Ensuring payroll is processed appropriately
- j. Developing and implement approved financial policy
- k. Opening the FCA books for study and inspection by any member at a convenient time
- l. Seeking appropriate professional counsel as needed, and establishing and maintaining those connections as the FCA's point person

The Treasurer may delegate tasks to an assistant, but still provides oversight for these items.

8.5. Board Meetings

8.5.1. Frequency

Board meetings are typically held once/month via teleconference, with a two-month break during summer months. In addition, there is a Board retreat that takes place early in the calendar year to spend additional focused time together for the purpose of prayer, spiritual unity, vision development, and strategic planning for the FCA. Other meetings may be called as needed.

8.5.2. Content

Although there are a variety of items that are included on board meeting agendas, the primary focus is on membership concerns, strategic development, and implementation of the mission of the FCA.

8.5.3. Recording Secretary

In addition to the Elders, the Executive Assistant is present at board meetings for informational purposes and to function as the Recording Secretary. This position has no voting privileges at board meetings.

8.6. Current FCA Board Members

Individual	First Year Appointed	Current Term Expiry	Position(s)
Glenn Breitreuz	2007	2021	Elder, Vice-Chair
Gene Enns	2017	2022	Elder, Secretary, Treasurer
Beverly Fawcett	2017	2020	Elder
Glen Forsberg	2007	2022	Elder (also Fellowship Pastor)
Trevor Hoskins	2016	2022	Elder, Chair
Paul Reich	2010	2021	Elder
Duane Siemens	2014	2020	Elder
Bryan Swash	2017	2020	Elder