



FELLOWSHIP OF CHRISTIAN ASSEMBLIES OF CANADA

ENDORISING CHURCH GUIDE

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Connecting to Advance God's Kingdom

What it Means to be an Endorsing Church

DEFINITION

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.

Endorsement is the responsibility that an FCA church exercises with another FCA church, ministry, or minister. Please read section 6.1.1 of the *Handbook* for a complete list of all aspects.

QUALIFICATIONS

An EC must be registered as a church and in good standing; understand and be committed to all aspects of endorsement, along with the policies and procedures outlined in the *Statement of Common Beliefs*, *Statement of Ethics* and *Handbook*. An EC will be committed to sending delegates to the annual convention, and actively participate in regional meetings. The EC will have a policy that meets or exceeds the minimum requirements for FCA ministers. The church or pastor must be a registered FCA member for at least 5 years (section 6.1.12).

RESPONSIBILITY

The EC commits to an ongoing relationship consisting of mutual encouragement, guidance, support, and accountability. The EC vouches for the theological orthodoxy, spiritual maturity, personal integrity, discipleship, and ministry abilities of the endorsed minister. They will also be the primary agent for any issues or concerns with the minister and take responsibility for any response required. The EC is available for facilitating an appropriate course of action when help is requested.

Your commitment to this vital process is foundational to the identity of the Fellowship.



Endorsing a New Minister

RELATIONSHIP

Initial

This relationship may be organic or developed from the need for endorsement.

Ongoing

This relationship is intended to be an ongoing mutual relationship between the Endorsing Church and the endorsed minister where mutual encouragement, guidance, support, and accountability are present.

ACCOUNTABILITY

Due Diligence

As a gatekeeper of the FCA, the EC is responsible to check references, interview, and communicate FCA core values. You vouch for the theological orthodoxy, spiritual maturity, and personal integrity of your endorsed minister.

Ongoing

The EC is the primary agent beyond the endorsed minister for any issues that may arise. The EC ensures that qualifications are met at the time of endorsement and continue to be met annually at renewal.

REGISTRATION

Commissioning

1. License/Ordain Minister (Certificate requested on Affirmation Form)

OR

2. Transfer of credentials from previous organization

Documents

1. Affirmation Form
2. Biblical Studies Documents
3. Copy of signed License/Ordination Certificate
4. Application Form & Payment

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Endorsing a New Ministry

Churches and Parachurch Organizations

RELATIONSHIP

Initial

This relationship may be organic or developed from the need for endorsement.

Ongoing

This relationship is intended to be an ongoing mutual relationship between the Endorsing Church and the endorsed ministry where mutual encouragement, guidance, support, and accountability are present.

ACCOUNTABILITY

Due Diligence

As a gatekeeper of the FCA, the EC must meet with ministry leaders and communicate FCA core values. You vouch for the theological orthodoxy, spiritual maturity, and ministerial integrity of the ministry you endorse.

Ongoing

The EC is the primary agent beyond the endorsed ministry themselves for any issues that may arise. The EC ensures that qualifications are met at the time of endorsement and continue to be met annually at renewal.

REGISTRATION

Requirements

1. Establish an intentional relationship between leadership of both ministries.
2. Ensure ministry meets qualifications by completing a thorough interview according to the interview framework and *Handbook*.
3. Establish a plan of action by which the endorsing relationship is maintained.

Documents

1. [Affirmation Form](#)
2. [Application Form](#) & Payment

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Licensing and Ordination

LICENSING

Licensing is the primary method of joining the FCA and is the process whereby the local church endorses one who demonstrates the promise of effective ministry. Licensing is often used as an interim qualification that allows a minister to practice ministry under the supervision of the EC and its leadership, confirming the call of God to ordination.

The License to Minister may or may not carry with it the privilege of performing marriages, as per policy of the endorsing church or province.

ORDINATION

Ordination occurs after one has already been licensed (except in the case of a transfer of ordination) and 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.

A minister may qualify to be ordained by their EC after functioning as a licensed minister for 2 years.

REQUIREMENTS

License to Minister

1. Minimum 1 year Bible training or minimum 2 years of self-study

Ordination

1. Minimum 3 years of Bible training or minimum 5 years of self-study
 2. Functioned as a licensed minister for at least 2 years
- OR
- Transferred ordination certification from another denomination

All new certificates need to be requested from the FCA office.

Your commitment to this vital process is foundational to the identity of the Fellowship.



Commissioning a Minister

CHURCH COMMUNITY

Ministers are endorsed by a church community, not an individual. A commissioning service is an opportunity to publicly recognize individuals who have demonstrated spiritual giftedness and church leadership. Their calling and competencies have been confirmed and they become credentialed as pastoral leaders in church-related ministries. This is a celebration of an official relationship between the minister and their EC.

COMMISSIONING SERVICE

The Commissioning Service should be administrated by the Endorsing Church and include the following:

- A pastoral address to the congregation
- Charge to the candidate
- A public response from the candidate
- Laying on of hands and prayer
- Congregational celebration

REQUEST A CERTIFICATE

The Endorsing Church should contact the FCA Office to request a License to Minister or Ordination Certificate. This request can be completed on the Affirmation Form and submitted at least two weeks before the scheduled Commissioning Service.

A copy of the signed License to Minister or Ordination Certificate must be sent to the FCA office. Copies may be submitted by email to office@fcaministers.com or by mail to the FCA Office.



Registering a New Minister

AFFIRMATION FORM

The Endorsing Church must complete an Affirmation Form for each minister they endorse. This form confirms the Endorsing Church's commitment to be in relationship with them, as well as their due diligence by way of interview and checking references.

Supporting Documents Required

- Proof of Biblical Studies (or letter of self-study)
- Copy of License or Ordination Certificate (if transferring)

APPLICATION FORM

The Application Form is submitted by the new minister and provides our office information to set up their membership account. The application confirms their commitment to ministry and the upholding of the *Statement of Common Beliefs, Statement of Ethics* and adherence to the *Handbook*.

Membership fees are pro-rated based on registration date, and must be paid by e-transfer to finance@fcaministers.com or by cheque mailed to the FCA Office.

COPY OF CERTIFICATE

The certificate presented to the minister at their Commissioning Service (Licence to Minister or Ordination) must be requested from the FCA Office with at least two weeks notice. Once the Commissioning Service has occurred and the certificate is signed, a copy must be submitted to the FCA office.

Registration of a new minister is only complete once all requirements are met and payment is received. A registration that is incomplete after two months will be abandoned.



Registering a New Ministry

Churches and Parachurch Organizations

ESTABLISHING RELATIONSHIP

The EC's leadership team must meet with the leadership of the prospective ministry to discuss FCA requirements and perceived purpose for Kingdom collaboration. The EC must study the constitution and by-laws of the prospective ministry along with their doctrinal and financial statements to determine confidence in compatibility with the FCA. Once both ministries agree to proceed, there should be a joint service to help build relationship or a meeting of both leadership teams to formalize the endorsement.

AFFIRMATION FORM

The Endorsing Church must complete an Affirmation Form for each ministry they endorse. This form confirms the Endorsing Church's commitment to be in relationship with them, as well as their due diligence by way of interview and checking references. A ministry must be a *Church* or a *Para-church* organization as defined in the *Handbook* (5.1, 5.2)

Registration is only complete once all requirements are met and payment is received. A registration that is incomplete after two months will be abandoned.

APPLICATION FORM

The Application Form submitted by the new ministry confirms their commitment to uphold the *Statement of Common Beliefs*, *Statement of Ethics* and the policies within the *Handbook*.

Annual Fees must be paid by e-transfer to finance@fcaministers.com or by cheque mailed to the FCA Office.

Church: 1% of annual operating budget* (max \$3000) or minimum of \$225 (whichever is greater)

Para-Church: 1% annual operating budget* (max \$1500) or minimum of \$225 (whichever is greater)

* less missions & building funds

Your commitment to this vital process is foundational to the identity of the Fellowship.



Marriage Privileges

TEMPORARY & PERMANENT

FCA applies for and maintains all clergy marriage registrations.

Temporary

Temporary registration is available for all ministers on an as-needed basis and for performing marriages in a province outside of their residence.

Permanent

Permanent registration is available for those ministers who hold pastoral charges in which they will have the need to perform multiple marriages annually.

PROVINCIAL VARIATIONS

Marriage registration is administrated provincially and requirements vary between provinces. A minister must be familiar and act accordingly with the *Provincial Marriage Act* and provincial requirements.

Permanent Registrations

Ontario requires ordination and a pastoral charge.

BC requires the minister to have a serving church to which their BC Marriage Registration Book will be issued.

LEGAL REQUIREMENTS

A minister must reside in the province in which they hold permanent registration. Marriage registration can only be held through one organization at a time. In order to maintain marriage privileges, FCA credentials must be renewed annually.

Administration Requirements

1. License to Minister Certificate OR Ordination Certificate must be on file
2. Membership in good standing with current contact information
3. At least 6 week processing time; 8 weeks for Ontario registrations

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Contact Information

ELDERS

Glenn Breitzkreuz
Chair

Gene Enns
Secretary Treasurer

Beverly Fawcett
Missions Chair

Glen Forsberg
Fellowship Pastor

Trevor Hoskins
Executive Director

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Vice-Chair

ADMINISTRATIVE TEAM

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