

FCA Ministry Membership

Special Financial Arrangements

Every ministry will face struggles, and financial challenges are a real present struggle for some. As a body of ministers and churches, the FCA strives to be part of helping each other through those seasons. No one wants a ministry to miss the benefits of being a part of the fellowship, particularly when they may need it the most. The following options are potential solutions to your current financial challenges and you are encouraged to select what works best in your situation.

Option #1 – Payment Schedule

You may propose a payment schedule with the following conditions:

- The ministry renews its FCA membership by the deadline.
- The ministry’s membership fees will be paid in full by October 31st, next year.
- The ministry makes at least the minimum membership payment (currently \$225) when they renew this year. They may pay more at that time if able.
- The ministry may arrange a quarterly payment schedule for the remainder that is due. These payments are due by the end of **January, April, July, and October**.
- The ministry may pay off the remaining amount due faster than the quarterly schedule, if able.
- The ministry must send in post-dated cheques according to their option.

Example

Your Budget minus missions and building funds	\$100,000.00
Membership Amount Due (1% of budget)	\$1000.00 (\$100,000 x 1%)
Initial Payment at Renewal (by November 30 th)	\$225.00 (Minimum)
Remaining Amount Due	\$775.00 (\$1,000 - \$225)
Quarterly Payment Arrangements	\$193.75 (\$775 / 4 payments)

Fill in Your Application

Your Budget minus missions and building funds	
Membership Amount Due (1% of budget)	
Initial Payment at Renewal (by November 30 th)	
Remaining Amount Due	
4 Quarterly Payment Arrangements	

Please include any other helpful information below, if applicable.

Option #2 – Fee Reduction

You may propose 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 as per Option #1 above.
- The ministry makes at least the minimum membership payment (currently \$225) when they renew this year. They may pay more at that time if able.
- If the ministry has an endorsing church, they have been in communication with them 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
 - An indication of future payments to come 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

Example

Your Budget minus missions and building funds	\$100,000.00
Membership Amount Due (1% of budget)	\$1000.00 (\$100,000 x 1%)
Initial Payment at Renewal (by November 30 th)	\$225.00 (Minimum)
Remaining Amount Due	\$775.00 (\$1,000 - \$225)
Amount Yet to be Remitted	\$225.00 (Or whatever can be paid)
Fee Reduction Requested	\$550.00 (\$775 - \$225)

Fill in Your Application

Your Budget minus missions and building funds	
Membership Amount Due (1% of budget)	
Initial Payment at Renewal (by November 30 th)	
Remaining Amount Due	
Amount Yet to be Remitted	
Fee Reduction Requested	

Please include any other helpful information below, if applicable.

For either option, please have an authorized ministry representative (e.g. Senior Pastor, Lead Elder, Treasurer, President, etc.). fill out the following information

Ministry Name

Ministry Address

Ministry Representative

Title/Position

Email Address

Phone Number

By signing below, you affirm the following:

1. Our ministry recognizes that official FCA Ministry Membership fees, as approved by the FCA membership, is equal to 1% of our budget, not including our missions and building fund. These fees are normally due by November 30th.
2. We understand that any special financial arrangements are meant only for the year applied for. As a result, our ministry commits to adhering to the FCA Ministry Membership fees and due dates in future years.

Ministry Representative Signature

Date

Fax, email or mail this form along with any supporting documents to the head office. The Board will be in touch with you within a few weeks of receiving the form.

Mailing Address

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Grande Prairie, AB T8X 1P4

Email Address

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Fax Number

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