



# FELLOWSHIP OF CHRISTIAN ASSEMBLIES

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*Connecting to Advance God's Kingdom*

## BECOMING A MINISTER CHECKLIST

Use this checklist as you go through the steps of becoming a minister of the FCA. Your Endorsing Church will establish a relationship with you and walk you through the process of completing the correct paperwork and providing the necessary documentation.

Minister Name:

Endorsing Church:

### Relationship:

- I have read the Handbook
- I have read the Constitution and Bylaws
- Discussed with my EC ways to be involved in the FCA

### Accountability:

- EC has completed interview
- EC has indicated they will complete Yearly Check-In
- I understand the annual renewal process

### Ongoing:

- A plan has been established to help maintain relationship with EC
- Complete Yearly Check-In form
- Reaffirmation Form at Renewal

### Registration:

- Submitted all documentation to EC:
  - Biblical Studies Certificates
  - Previous credentials (if transferring)
- Schedule Commissioning Service
- Submitted Application Form to office
- Submit Payment to office

### Marriage License Registration:

- I have provided 8 weeks notice to the office
- I qualify in my province to register for a permanent marriage registration
- I have received, completed and mailed all forms to the provincial government (ON, BC)

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 requirements are met.