



FCA ENDORSEMENT CHECKLIST

Use this checklist as you go through the process of endorsing a minister or ministry. The Endorsing Church's responsibility is to establish a relationship with the prospective minister or ministry. The Endorsing Church should keep in mind that any minister endorsed in the FCA has the potential of being an Endorsing Pastor, or may hold a position of leadership. Every church endorsed should consider becoming an Endorsing Church when eligible.

Minister/Ministry Name:

Relationship:

- ☐ Confirm they have read the Handbook
- ☐ Confirm they have read the Constitution and Bylaws
- ☐ Discussed ways to be involved in the FCA
- ☐ Visits between EC & Ministry (ministry only)

Accountability:

- ☐ Completed interview
- ☐ Completed reference checks (minister only)
 - ☐ Former Church
 - ☐ Place of employment
 - ☐ Former Affiliation
- ☐ Confirm they will complete Yearly Check-In and understand the annual renewal process

Registration:

- ☐ Affirmation Form
- ☐ Minister Only Documentation:
 - ☐ Biblical Studies Certificates
 - ☐ Submit a copy of the signed Certificate:
 - ☐ Previous credentials (if transferring)
 - ☐ Request Certificate from Office
- ☐ Schedule Commissioning Service
- ☐ Application Form (Submitted by minister/ministry)
- ☐ Submit Payment

Ongoing:

- ☐ Establish a plan to maintain relationship with regular contact
- ☐ Complete Yearly Check-In form
- ☐ Reaffirmation Form at Renewal

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.