

# CHURCH SPONSORSHIP OF NEW MINISTERS AND CHURCHES

To ensure the ongoing credibility of the FCA and the health of its member churches and ministers, every church leadership team wanting to sponsor other ministers or churches needs to be aware of responsibilities and be committed to the core values of the FCA which are reinforced in the sponsorship relationship and processes.

## **Church Sponsorship of Ministers**

Each local church must have a prescribed set of minimum standards for the licensing and ordination of ministers. Following is an example outline of such minimum standards.

### **A. Licensing**

Licensing may be granted to a faithful servant of God who has a proven track record in Biblical and Christian service studies, exhibits a minimum of two years of Christian service in a local church, and demonstrates promise of a faithful minister of the Gospel. Licensing is a license for limited ministerial practice under the tutelage of a Sr. Minister and the local church.

### **B. Ordination**

Ordination is akin to a “journeyman’s ticket” in the trade world. This person has completed a prescribed set of studies accompanied by a certificate, a diploma, or a degree - as may be required by the local church, has served as a licensed minister for a minimum of two years, is effective in ministry, has the unanimous support of the church leadership, and is intent on continuing in ministry for life. Commissioning of Missionaries requires the same criteria as ordination. Both licensing and ordination may be accompanied by the privilege to marry – as may be deemed by the sponsoring church.

### **C. Responsibilities**

1. In the FCA every local church is autonomous and responsible for licensing and ordaining ministers and the commissioning of missionaries. The sponsoring church is required to maintain communication with the minister for life and must require an annual accountability report of their ministry. The integrity of the ministry of this Fellowship rests upon the diligence of the local church in this vital area.
2. A minister that is sponsored by an FCA church for membership in the FCA is accountable to that church and its leadership.
3. The minister is accountable to keep the sponsoring church aware of activities during the year.
4. Membership in the FCA is renewed annually through the sponsoring church. It is the responsibility of the minister to contact the sponsoring church in the early fall to ensure membership is renewed. Failure to renew will result in cancellation of marriage privileges and the minister will not be listed in the directory for the following year.
5. The minister is accountable to maintain ethical conduct in line with Biblical authority and demonstrating character showing respect for the FCA and all of its members.
6. The sponsoring church must register the licensed or ordained minister with the Secretary of the Fellowship with the completed prescribed forms.

### **D. Sponsorship of Churches**

In order for a church to become a member of the FCA it must be sponsored by an FCA church.

1. A church that is sponsored by an FCA church for membership in the FCA does so out of an established relationship with that church.
2. The process to approve a church for sponsorship is defined in the FCA handbook. A report of the process must accompany the application sent to the Secretary.

3. A sponsoring church may withdraw their sponsorship due to reasons of unbiblical doctrine, or violation of the principles of the FCA

#### **E. FCA Handbook**

A more comprehensive description of all of the above is found in the FCA Handbook, - which is currently being modified to reflect the addition of FCA elders

#### **F. Forms**

All the forms required for sponsorship of ministers or churches (as well as the Handbook) are available on the FCA website – [www.fcaoc.org](http://www.fcaoc.org)

Your familiarity and faithful practice of these simple guidelines ensures the integrity of this Fellowship as well as your appreciation of the Fellowship and the officers who serve you.

Thank you for taking the time to read and become aware of these important guidelines.

#### **G. The following documents are required for sponsoring of ministers or churches:**

##### **1. For ministers:**

- a. A “Minister’s Registration Card”
- b. A “New Minister’s Affiliation Report”
- c. A copy of the minister’s ordination, license or commissioned missionary’s certificate
- d. The yearly registration fee of \$120.00

##### **2. For churches:**

- a. An “Initial Request Form”
- b. An “Annual Information Sheet”
- c. A “New Member Church Affiliation Report
- d. A copy of the provincial incorporation certificate
- e. The annual fee for churches. The minimum fee is \$150.00, however, churches are expected to follow the FCA guideline for an annual church fee of ½ of 1% of the churches annual operating budget less the annual missions and building funds.  $0.005 (Annual\ Operating\ Budget - (Annual\ Missions\ Fund + Annual\ Building\ Fund))$  The maximum fee that is payable by a church abiding ½ of 1 % guideline is \$2500.00.

# Initial Request

## For Church Registration and Listing

### In the Annual Directory of the Fellowship of Christian Assemblies of Canada

This voluntary listing does not constitute any authority or control by one church over another. Each church administers its own affairs and may withdraw its listing at any time by notifying the F.C.A. Secretary in writing.

#### Four forms are necessary for registration and listing:

1. Initial Request form – required only once.
2. Annual Church Information form – required annually.
3. Minister's Registration Card – required initially and for changes.
4. Sponsor Church Report On New Church Registration

#### Requesting Church

Full Name of Church \_\_\_\_\_

Address \_\_\_\_\_

City

Province

Postal Code

Telephone

Date of Request \_\_\_\_\_ Date of Incorporation with Province \_\_\_\_\_

We have established fellowship with other F.C.A. churches and it is our intent to actively participate in the Fellowship in accordance with the policies and procedures given in the handbook.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
*Church Official*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Church Official*

\_\_\_\_\_  
*Position*

#### Recommending Church

*(Currently listed in the F.C.A. Directory)*

Full Name of Church \_\_\_\_\_

Address \_\_\_\_\_

City

Province

Postal Code

Telephone

Date of Request \_\_\_\_\_ Date of Incorporation with Province \_\_\_\_\_

We have established fellowship with the above named church and have gone through the F.C.A. Handbook with them. We recommend them to the other F.C.A. churches and endorse their listing in the annual directory. It is our intent to maintain ongoing fellowship with them and to provide spiritual support and encouragement.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
*Church Official*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Church Official*

\_\_\_\_\_  
*Position*

**After completing this section forward the application to the F.C.A. Secretary including an ANNUAL INFORMATION SHEET, A SPONSOR CHURCH REPORT ON NEW CHURCH REGISTRATION form and the required fee.**

# Annual Church Information

## I. Church Directory Listing

Churches voluntarily identify themselves with other autonomous churches of the Fellowship of Christian Assemblies by being listed in the annual directory. This does NOT constitute any authority or control over churches listed. Each church administers its own affairs. A church may withdraw its listing at any time.

**Church Full Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Street Address** *(If different than above)* \_\_\_\_\_

**City** \_\_\_\_\_ **Province** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Church Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

## II. Church Ministerial Staff

Give the name and title *(as they should appear in the directory)*, and type of credentials *(ordained, licensed)* of each person on your staff.

<b>Name:</b>	<b>Title and Position</b>	<b>Type of Credentials</b> - <b>Date Received</b> <small><i>Ordained/Licensed</i>                      <i>Month/Day/Year</i></small>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **Church Extension Ministers** *(Commissioned Missionary, Evangelist, etc.)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## III. Evangelical Fellowship of Canada

Does your church wish to join the Evangelical Fellowship of Canada as part of the FCA?                       Yes     No

If the church does not choose the ½% fee schedule please pay \$ 0.50 per member based on average Sunday church attendance in addition to the \$150 minimum fee.

The annual fee for churches. The minimum fee is \$150.00 however churches are expected to follow the FCA guideline for an annual church fee of ½ of 1% of the church annual operating budget less the annual missions and building funds.

**0.005\* (Annual Operating Budget – (Annual Missions Fund + Annual Building Fund))** Churches that choose to follow the FCA guideline for fees are exempt from the EFC fee. The maximum fee payable for churches is \$2500.00

**IV. Church Endorsements**

- List all licensed or ordained ministers who are accountable to you as the Sponsor Church. (Ministers *do not register themselves directly with the FCA Secretary. Their name must be submitted by a Sponsor Church which endorses them.*) Please list all ministers sponsored by your church, including ministerial staff from Part II, if applicable.
- A Minister’s Registration card is required for each new minister and from any whose information has changed.
- Indicate which ministers require provincial marriage privileges
- Indicate which type of credentials are held by the minister, i.e. ordained, licensed or commissioned missionary and date received.
- If there is not enough space please list additional minister sponsored on a separate sheet.

Member Sponsored	Type of Credentials - Date	Register to Perform Marriages
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No
_____	_____	<input type="radio"/> Yes <input type="radio"/> No

**V. Signatures of Endorsements**

As the Sponsoring Church, we endorse the above named persons as ministers of the gospel and express our intent to maintain an ongoing relationship of support and spiritual oversight.

*Pastor* \_\_\_\_\_

*Church Official* \_\_\_\_\_

*Position* \_\_\_\_\_

*Church Official* \_\_\_\_\_

*Position* \_\_\_\_\_

Complete and return this form to the FCA Secretary with the necessary fees.

Church Registration Fee \$ \_\_\_\_\_

Sponsored Ministers’ Registration Fee \$ \_\_\_\_\_

# FELLOWSHIP OF CHRISTIAN ASSEMBLIES OF CANADA

## *SPONSOR CHURCH REPORT ON NEW CHURCH REGISTRATION*

The following procedure must be taken and all queries answered in the affirmative  
**prior to registration in the Fellowship Directory**

Name of Church to be admitted:

Name of Senior Pastor of Church:

Name of Elder(s) (or spiritual leadership):

The following steps have been taken prior to sponsoring this church

1.	We have consulted the FCA Handbook as to the responsibilities of a Sponsor Church.	Yes	No
2.	The pastor(s) and elders (leaders of both churches have met for the purpose of familiarity and sponsorship	Yes	No
3.	Our church leaders have visited the new church for a service(s) and familiarity and sponsorship	Yes	No
4.	The new church leaders have visited our church for a service(s) and familiarity	Yes	No
5.	We have reviewed the church's:		
	a. Doctrinal Position	Yes	No
	b. Values and Vision	Yes	No
	c. Financial standing and accounting practices	Yes	No
	d. Relational health (both internally and community wide)	Yes	No
	e. Leadership Structure	Yes	No
	f. Constitution	Yes	No
	We, the leadership of this church, have determined that the leadership and congregation of _____ are prepared for official affiliation the Fellowship of Christian Assemblies. We are willing to assume the sponsorship role in supporting this Church as a member of the FCA.	Yes	No

Name of Sponsor Church:

Senior Pastor of Sponsor Church:

Elder(s) of Sponsor Church:

Date: \_\_\_\_\_ Signature of Pastor or Sr. Elder: \_\_\_\_\_  
Month/Day/Year



## FELLOWSHIP OF CHRISTIAN ASSEMBLIES

### SPONSOR CHURCH REPORT ON NEW MINISTER REGISTRATION

The following procedure must be completed and all queries answered in the affirmative  
prior to registration in the Fellowship Directory

Name of Minister to be admitted:

Address:

Current Ministry:

Prior Affiliation:

1.	We have consulted the FCA Handbook as to the responsibilities of a Sponsor Church.	Yes	No
2.	We have interviewed the candidate with our pastor(s) and elders. The candidate was queried as to his/her:		
	a. Family Life	Yes	No
	b. Financial Integrity	Yes	No
	c. Position	Yes	No
	d. Past Ministry	Yes	No
	e. Relationship to former ministries, and reason for the request to affiliate with this church	Yes	No
3.	Checked references with:		
	a. Former Affiliation	Yes	No
	b. Former Church	Yes	No
	c. Former place of employment	Yes	No
4.	We, the church elders and pastor(s) have determined that this minister can be endorsed by our church and thus affiliate with the FCA. We are willing to assume the sponsorship-overseeing role for his/her ministry for the duration of their life of ministry	Yes	No

5. The following leaders were involved in the process:

Pastor(s):

Elder(s) (lay leaders)

Date:

Signature of Pastor or Sr. Elder: