



FELLOWSHIP OF CHRISTIAN ASSEMBLIES

Connecting to Advance God's Kingdom

RESTORATION PROGRAM MANUAL

(MARCH 2013)

CONTENTS

INTRODUCTION	1
SECTION A	
GENERAL OUTLINE OF THE RESTORATION PROGRAM	2
Preamble	
I. Disclosure-Initial Exploratory Evaluation	
II. Evaluation by the Endorsing Church	
- Procedures for Determining Guilt or Innocence	
III. Decision of the Endorsing Church and Local Church leadership	
- Dismissal/Restoration	
IV. Standard Terms of Restoration	
V. Criminal Cases	
VI. Restoration Procedure for Second/Subsequent Offenses	
VII. Restoration Program Supervisor & Restoration Program Committee	
VIII. Counseling Pastors	
SECTION B	
RESTORATION PROGRAM SUPERVISOR	11
SECTION C	
SAMPLE INDIVIDUAL RESTORATION PROGRAMS	11
I. Financial	
II. Marital	
III. Moral	
SECTION D	
GUIDELINES FOR LOCAL CHURCHES	15

INTRODUCTION

As fellow ministers of the gospel, we share in the grief over the sin of a "fallen minister". It is our prayer and desire to see such a person restore to effective life and ministry. Galatians 6:1 and 2 guides us in our attitudes in the restorative process. "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ" (NIV). We need to walk with these individuals through their period of restoration, and help carry their burden.

Our goal in all of this should be to help restore them to the place where they can come to wholeness in Jesus Christ. The process will be a painful one. It is not easy to say from the heart, as David did, "I have sinned against the Lord" (2 Samuel 12:7). Yet, that is the first step in restoration-to take responsibility for our sin and confess it to God for what it is. Then we can have the experience that David did of hearing the words: "The Lord has taken away your sin" (2 Samuel 12:13).

During the process of restoration there must be people who genuinely care. This caring will include a listening ear, a commitment to prayer support and the willingness to confront the difficult issues with clarity and confidence. This caring, along with the inner comfort, strength and help of the Holy Spirit, will enable the fallen brother or sister to come through this experience a wiser and better person. They will have the joy of salvation restored to them and be upheld by the Spirit. (Psalms 51: 12)

The following pages contain information that explains the rehabilitation process. A Restoration Request/Agreement form, submitted by a credential holder, starts us on the journey **TOGETHER**. As this form is received, we must assure that individual of our love and prayers for them.

SECTION A

GENERAL OUTLINE OF THE RESTORATION PROGRAM

PREAMBLE

Discipline is an exercise of Scriptural authority for which the Church is responsible. Biblical steps should be taken according to Matthew 18:15-17, where an individual should be approached by a concerned believer which hopefully will address the issue (s). However, if the transgressing party refuses to respond to biblical correction, then the leadership of the endorsing church should be notified and hopefully through a meeting with that leadership resolution can be attained. However, if that isn't possible then notification from the endorsing church leadership to the Eldership of the FCA, that this minister is now under discipline and will no longer be able to be endorsed by the endorsing church, thereby losing their marital credentials with the FCA.

It is hoped at this level that the offending party will realize the severity of the situation and seek to be reconciled and restored back into ministry through their endorsing church.

Realizing that all are sinners, what sins or offenses are needing to be disciplined and addressed or are offenses that invalidate one's leadership ministry in a local church context? The apostle Paul states very clearly that there are certain behaviors that are classified as wicked and those who perpetually practice these activities will not inherit the kingdom of God. "Do not be deceived: Neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God (1 Corinthians 6:9-10). It is these behaviors that invalidate a minister's leadership.

However, confession and restoration can be obtained in order to restore even those who have fallen to be more effective and productive in the days ahead. The aims of discipline are that God may be honored; the purity and welfare of the ministry maintained; and those under discipline brought to repentance and restoration. Discipline is to be administered for the restoration of the minister, while fully providing for the protection of the spiritual welfare of local Assemblies. It is to be redemptive in nature as well as corrective, and is to be administered under a dispensation of mercy. It is important to keep in mind that the provisions outlined under this document in accordance with the policies and procedures of the Fellowship of Christian Assemblies.

Recognizing that each individual differs in personal traits, it should be the desire of each local church to respond in a similar manner to each person who may seek restoration. Thus, there needs to be a generally understood approach to the subject of restoration. It is with this thought in mind that the following guidelines have been adopted for administration of this ministry.

1. It shall be desired that the ministry be considered of a dual restoration/disciplinary nature with an ultimate goal of correction and healing.
2. It shall be desired that personal and unqualified accepting of the steps and recommendations of the restoration program, when completed, shall result in a wholesome and future ministry, whether lay ministry or credentialed ministry, in the Fellowship of Christian Assemblies.
3. It shall be desired that at the conclusion of the period of restoration there shall be a positive spiritual renewal and those completing the restoration period that they shall give clear evidence of their relationship with God before men.
4. It shall be the desire that completion of the necessary corrective steps shall result in elimination of the problem for which the restoration was prescribed.
5. It shall be desired that the attitude and spirit of conformity of those completing restoration be positive and in accord with Scripture.
6. The completion of the Restoration Program does not guarantee restoration to credentialed ministry. The decisions regarding restoration to credentialed ministry, including time spans, extent of ministry, required supervision, etc., shall be determined by each local congregation in conjunction with the Elders of the Fellowship of Christian Assemblies, as outlined in section A, notes 3F.

I. DISCLOSURE-INITIAL EXPLORATORY EVALUATION

1. It shall be understood that the FCA Elders shall have latitude in receiving confidential information from ministers on personal difficulties which have not reached the level of seriousness requiring action without reporting the same.
2. In the event that allegation(s) against a FCA Credential Holder are filed and duly signed, and there appears to be substance to said allegation(s), the accused FCA Credential Holder shall be notified by their Endorsing church of such allegation(s) as soon as possible.
3. If there appears to be substance to the allegation(s) and thereby warranting the laying of a charge or charges, the accused shall be informed in writing to the allegation(s), with documentation signed by the witnesses and requested to meet with the leadership of their endorsing church for a review.

4. The accused shall be considered innocent in all cases until conclusive evidence of guilt has been presented.

II. EVALUATION BY THE ENDORSING CHURCH

During the review with the accused Credential Holder, an in-depth interview shall be conducted by the Endorsing church leadership. If the Endorsing church leadership determines that on the basis of reliable documented evidence, there is sufficient cause for disciplinary action, the accused shall be informed and one of the following actions shall be taken:

1. If the accused fails to admit to a proven charge, or if the accused admits to the charge but does not desire restoration, his/her credentials shall be automatically suspended by the Endorsing Church and the Elders and the Secretary of the FCA shall be notified. It is recommended that the accused seriously consider applying for admission to the Restoration Program following the suspension of credentials, by application through their Endorsing Church.
2. If the accused admits to the charge and desires to seek restoration, he/she must:
 - a. Sign a written admittance of guilt.
 - b. Sign the Restoration Request Agreement which includes the following:
 - i. Suspension of credentials with no ministry for the specified period. (see Section A, Sub-section IV)
 - ii. Psychological and spiritual evaluation (including the release of information necessary for proper evaluation).
 - iii. The terms of Restoration as explained by the Endorsing church leadership, including possible public confession and relocation from their local church, if necessary.
 - iv. Submission to legal authorities if charges warrant. If required, the accused will fully cooperate with the various appropriate agencies of government.

PROCEDURES FOR DETERMINING GUILT OR INNOCENCE

1. Allegation(s) received in writing and duly signed by accuser(s).
2. Investigation by Endorsing Church leadership and other local church leaders.
3. If there appears to be substance to the allegation(s), the accused shall be notified in writing of the charges and a review arranged with the Endorsing Church and local church leadership.
4. The Endorsing Church and Local Church leaders will make a decision as to the guilt or innocence and notify all parties concerned in person where possible. The severity of accusation must always be understood. "Do not entertain an accusation against an elder unless it is brought by two or three witnesses (cf. 1 Timothy 5:19). False accusations can and do destroy ministerial credibility and therefore accusations must have the weight of evidence and witnesses to take these steps as outlined in this manual. When there is significant weight of evidence (two or three witnesses) these witnesses must be willing to sign their complaint against the minister and it must be communicated wherever possible both in person or telephone and in writing.

NOTE:

Each step of the above procedure is conditional upon sufficient evidence to warrant proceeding with the next step where denial is expressed by the accused. If at any time in the process, there is a confession of guilt by the accused, then the process may then terminate and the process of possible restoration be started.

III. DECISION OF THE ENDORSING CHURCH AND LOCAL CHURCH LEADERSHIP:

DISMISSAL/RESTORATION

Following the evaluation, a decision will be made either to withdraw the credential or place the credential under suspension and the accused Credential Holder on a Restoration Program or to affirm the credential holder is innocent of all charges.

IV. STANDARD TERMS OF DISCIPLINE/RESTORATION

- Persons approved for Restoration shall be required, along with their spouse, to sign the Restoration request and be given to the Endorsing Church and to an appropriate Counseling Pastor. The person under Restoration shall then be assigned to a Counseling Pastor and, where deemed advisable, also a Professional Counselor. This action may require a geographic relocation to the proximity of the Counseling pastor. The person under Restoration shall be required to adhere to the following schedule:

	SEXUAL OR OTHER MAJOR OFFENSES (2 yr. min. suspension)	OTHER OFFENSES (1 yr. min. suspension)
Phase 1	No ministry for the first twelve months.	No ministry for the first six months.
Phase 2	Non-preaching/teaching ministry permitted for the next six months at the discretion of the Counseling Pastor, after consultation with the Restoration Program Supervisor.	Non-preaching/teaching ministry permitted for the next three months at the discretion of the Counseling Pastor, after consultation with the Restoration Program Supervisor.
Phase 3	Limited ministry at the discretion of the Counseling Pastor for the remainder of the restoration period, after consultation with the Restoration Program Supervisor.	Limited ministry at the discretion of the Counseling Pastor for the remainder of the restoration period, after consultation with the Restoration Program Supervisor

NOTE:

The above are general guidelines only. It is understood that in individual Restoration Program with specific guidelines will be designed for each individual Counselee based on the above-stated principles.

Failure to cooperate with the request of the restoration program supervisor, the counseling pastor, or failure to reach restoration goals will automatically prolong the process and could result in expulsion from the program and the long term loss of credentials.

- While recognizing that personal problems differ, insofar as possible the Endorsing Church in cooperation with other FCA

churches shall treat all persons accused of offenses in a similar manner.

The Endorsing Church may require a psychological assessment and prognosis of the person in the restoration program.

4. The person under restoration shall provide monthly progress reports to the Endorsing Church.
5. Any violation of the terms of the agreement shall seriously affect the program of restoration and may result in dismissal.

V. CRIMINAL CASES

1. CHILD ABUSE AND/OR INCEST

There shall be a minimum suspension of four (4) years. (The full extent of the suspension shall be established after the requirements of the law are determined.)

The Credential Holder shall be required to follow through with the due process of the law.

Following the successful conclusion of the due process of the law, he/she may apply to the Endorsing Church to enter the Restoration Program as described in Section A., NOTES 3F.

The completion of the four (4) year Restoration program does not guarantee restoration to credentialed ministry. The decisions regarding restoration to credentialed ministry, including time spans, extent of ministry, required supervision, etc., shall be determined by the Endorsing Church.

VI. RESTORATION PROCEDURE FOR SECOND/SUBSEQUENT OFFENSES

1. MORAL FAILURE

There shall be a minimum of a fifty (50%) percent longer period of discipline/restoration in the case of second offenses during which time the Credential Holder shall be required to repeat the restoration program.

At the successful conclusion of the second restoration program the Credential Holder may proceed with request for reinstatement as outlined in Section A., Notes 3F.

There are only two opportunities for restoration to credentialed ministry for moral failure.

There is no restoration of credential or ministry opportunity for any person convicted of a second major offense.

VII. RESTORATION PROGRAM SUPERVISOR & RESTORATION PROGRAM COMMITTEE

A Restoration Program Supervisor shall be appointed by the Endorsing Church. These may be FCA pastors who have relationship, skills and spiritual gifts necessary to implement the restorative processes

A Restoration Process Committee shall be appointed by the Endorsing Church in collaboration with the FCA Elders and shall be comprised of the Restoration Program Supervisor and three Counseling Pastors, to assist in implementing the Restoration Process.

VIII. COUNSELING PASTORS

1. Counseling Pastors, when required, shall be recommended and appointed by the Endorsing Church in collaboration with the FCA Elders. They will be chosen from ministers who have demonstrated some past leadership capacity among ministers, and who have evidenced definite counseling skills in ministry.
2. Counseling Pastors will report progress of their Restoration Counselee(s) to the Endorsing Church leadership and the FCA Elders.

NOTES

1. SUGGESTED CRITERIA FOR THE ENDORSING CHURCH TO SEEK RESTORATION ACTION
 - A. Is the problem generally known or becoming generally known?
 - B. Are the results of the minister's actions hurting the cause of Christ?
 - C. Do the results of the minister's actions hurt others?
 - D. Is the problem adversely affecting the minister's ability to perform his/her duties as a minister of the gospel?

- E. Will the problem, if allowed to continue without action, cause deeper problems?
 - F. If kept in confidence, will such action tend to help the minister solve the problem?
 - G. Would keeping the problem confidential at this point indicate an act of love and compassion instead of pity, politics or poor judgment?
2. RIGHTS OF THE CREDENTIAL HOLDER UNDER INVESTIGATION AND/OR SUSPENSION AND/OR RESTORATION
- A. During the first month of suspension while investigation into the charge(s) is being conducted:
 - 1. Use of the Parsonage (where applicable)
 - 2. Full Salary (Where applicable)Compensation during any subsequent term of suspension required for the purpose of completing the investigation shall be determined by the Endorsing Church and the local church leadership.
 - B. The right of counsel and supervision in process of restoration.
 - C. In the event of dismissal, the Endorsing Church leadership, in consultation with the local church leadership team of the dismissing Church and the Credential Holder being dismissed, attempt to negotiate a fair and equitable settlement.
 - D. In the event that the Church fails to or is unable to provide financial support, the Endorsing Church leadership, and the FCA Elders following full financial disclosure by the Credential Holder, shall consider appropriate employment benefits for a period of 3 months or until either government benefits are being received by the Credential Holder or he/she acquires a job.
 - E. At the successful completion of the whole program of Restoration, he/she shall have the right to apply to the Endorsing Church leadership for re-instatement of credentials at the same or another FCA local church.

Upon receiving a written application for re-instatement, the Endorsing Church leadership shall conduct interviews with the Restoration Program Supervisor, the Counseling Pastor and the Credential Holder under suspension and may review the termination report from the professional counselor psychologist before making their decision regarding the re-instatement of credentials.

When a decision has been reached, both the Restoration Program Supervisor and the Credential Holder under suspension shall receive written notification of the decision and reasons for the decision.

SECTION B

RESTORATION PROGRAM SUPERVISOR

1. There shall be a Restoration Program Supervisor who shall be responsible for the coordinating, direction and supervision of the Restoration Program.
2. He/she shall be appointed by the Endorsing Church leadership and shall be directly accountable to them.
3. He/she shall act as the liaison and resource person for and between the Counseling Pastors and the Sponsoring Church leadership.
4. He/she shall meet quarterly or as necessity dictates with all pastors enrolled in the Restoration Program and with all Counseling Pastors.

SECTION C

SAMPLE INDIVIDUAL RESTORATION PROGRAMS

- I. **FINANCIAL FAILURE (Personal financial failure):**
 - A. The length of the period of the suspension and Restoration shall be for at least one year.
 - B. Pastor and Spouse, where applicable, must undergo special counseling in order to discover their weaknesses and learn how to avoid financial and administrative problems in the future.
 - C. Must continue with monthly payments, now being made, until the remaining balance is paid in full. The payments shall be paid to the Endorsing Church, which will forward the payments to the church involved.
 - D. Throughout the period of suspension and Restoration, the Credential Holder must be involved in an experience of practical accountability. He shall provide a monthly written

report to the Restoration Program Supervisor, in which he/she gives an accounting of all sources and amounts of ministerial income and expense. He must provide written notice of any instance when he has bills or accounts past due for 60 days or more, or of any instance when a cheque on any bank account of which he is authorized to sign checks, or for which he is a responsible administrator, is returned for insufficient funds.

- E. He/she shall meet monthly with his Counseling Pastor and, on occasion, with the Restoration Program Supervisor for counsel and encouragement and to determine progress. The frequency of these meetings may be reviewed during the restoration program.
- G. Attendance at Conventions is encouraged, but voting privileges are forfeited.
- H. There shall be no contact with his/her former pastorate without special permission from the Restoration Program Supervisor.

II. MARRIAGE FAILURE:

- A. The period of Restoration shall be for not less than one year.
- B. His or her credential will be under suspension during the entire period of Restoration.
- C. No preaching or pulpit ministry will be permitted during the first six months of Restoration.
- D. Staff position which does not require pulpit ministry may be allowed after six months with the approval of the senior pastor and the Endorsing Church leadership. No senior pastor position shall be allowed during the entire period of Restoration.
- E. He or she may have limited ministry in the church to which he is assigned at the invitation of the pastor during the second six months of Restoration.

- F. We require that both the minister and their spouse submit to a program of counseling with a counselor approved by the Endorsing Church leadership.
- G. He or she is required to attend church regularly and to meet with the Counseling Pastor on a monthly basis to determine progress and to seek counsel. The frequency of meetings may be reviewed by the counseling pastor.
- H. He or she is required to meet on a regular basis with the Restoration Program Supervisor to determine progress and for counsel and encouragement.
- I. During the period of Restoration, his or her fellowship card will be held by the FCA.
- J. While his or her credentials are under suspension, their names will not be removed from the ministerial roster.
- K. No overseas ministry is allowed during the period of Restoration.
- L. There shall be no contact with his former pastorate.

III. MORAL FAILURE:

- A. The period of Restoration shall be for not less than two years.
- B. The credential will be under suspension during the entire period of Restoration.
- C. No preaching or pulpit ministry will be permitted during the first year of Restoration.
- D. He/she may have a limited ministry in the church to which they are assigned at the invitation of the pastor during the second year of Restoration.
- E. The Endorsing Church leadership will work with him/her to determine the local church and pastor to which he or she will be assigned.

- F. The individual may be required to participate in a psychological assessment and ongoing counseling with a psychologist approved by the Endorsing Church leadership. Progress reports may be required.
- G. He/she is required to submit clear evidence that he or she has severed all contact with the persons with whom he or she has associated in the violation. Any recurrence will terminate the Restoration program and will result in the credential being terminated.
- H. He or she is required to attend church regularly and to meet with the Counseling Pastor on a monthly basis to determine progress and to seek counsel.
- I. The participant is required to meet at least two times a year with the Restoration Program Supervisor to determine progress and for counsel and encouragement.
- J. While the credential is under suspension, the individual's name will not be removed from the ministerial roster.
- K. There shall be no contact with the former pastorate.

SECTION D

GUIDELINES FOR LOCAL CHURCH

When a senior pastor is involved in sexual sin, often the lay leadership of his church does not know what steps to take. This guideline is designed to help you in such a case, and to inform you of a support system.

NOTE: If any credentialed minister on staff experiences a moral failure, the senior pastor should inform the Endorsing Church leadership. Items below that would be appropriate should be observed.

1. If there are accusations that your pastor is involved in sexual sin, the Endorsing Church leadership should be contacted for their counsel. The Endorsing Church may request the aid of the FCA Elders in assisting them through this challenging time.
2. The steps the Endorsing Church leadership takes when there are complaints of moral failure against a minister are as follows: (Summarized)
 - A. The Endorsing Church leadership will investigate the complaints to ascertain the facts of the case.
 - B. Should the investigation so warrant, (If the minister does not confess of his own accord) a signed complaint shall be sought from the complainant describing the alleged misconduct.
 - C. The minister named in the complaint shall have the opportunity to hear the allegations brought against him or her.
 - D. A minister found guilty of such allegations shall be subject to disciplinary action or outright dismissal.
3. At the direction of the Endorsing Church leadership, a representative will meet with the church board to go over these guidelines and to endeavor to answer any questions.
 - A. He/she will want to go over the church bylaws to see what they say with regard to the removal of a pastor.

- B. He/she will work out with the Board statements to be made to the congregation in the event that the pastor is removed immediately from his pastoral responsibility.
 - C. He/she will go over the Endorsing Church's philosophy, policy and procedures for discipline and rehabilitation, covering such things as confession, counseling, relocation, etc. and this manual.
4. When seeking for a new pastor, it will be wise to inform him of the conditions under which the former pastor left.
 5. Through all this time, full documentation of all meetings, records, minutes, copies of letters or notes, shall be kept.
 6. The healing of the local church should be a focus of concern during this time, including the other party involved, and their family.
 7. In cooperation with the Endorsing Church leadership, legal counsel may need to be sought.

SUGGESTED READING:

Healing the Wounded, by Ken Blue and John White
A Tale of Three Kings, by Gene Edwards