



Canadian Handbook 2018 Edition *

* The most current printed version and most accurate reflection of FCA policies and procedures. Please refer to online version of FCA handbook at www.fcaministers.com

FOREWORD

The Fellowship of Christian Assemblies, formerly known as the Independent Assemblies of God, U.S.A. and Canada, traces its history back to the early Pentecostal revivals of the 20th century.

This fellowship of local churches continues to be a part of the broad stream of the modern Pentecostal renewal movement. This Handbook describes how the autonomous local churches of the FCA share in an active, interchurch fellowship.

The New Testament emphasizes the central role of the local church in fulfilling the Great Commission, and the relationship of ministers to their “*Endorsing Churches*”. Highlighted here are the foundational principles of New Testament church government on which we build, individually and collectively.

Following a brief historical sketch of Fellowship beginnings, this Handbook presents the Scriptural basis for local church and interchurch life. The last sections deal with the practical methods of cooperative efforts, and procedures for recognition and listing of churches and ministers.

The FCA Handbook is a living document that continues to grow and evolve with the Fellowship. The most current version of the Handbook will be found on the FCA Canada website. This printing was adopted by the Annual Convention of the Fellowship of Christian Assemblies in Toronto, Ontario on Oct 19, 2011. Please dispose of any outdated copies of this Handbook.

The head office for FCA is: 2020 - 40th Avenue, Red Deer, AB T4R 0T5. Contact: Kara Dzikowski, Executive Assistant Email: fca@livingstones.ab.ca Phone: 403-341-3408 Fax: 403-247-4959

MISSION & PURPOSE STATEMENT OF THE FELLOWSHIP OF CHRISTIAN ASSEMBLIES IN CANADA

Mission Statement

“To promote the healthy function and significance of the local church as the primary vehicle for the fulfillment of the great commission of our Lord Jesus Christ and to promote the proliferation of local churches throughout the nation of Canada and elsewhere in the world.”

Purpose

1. To partner in areas of missions and church planting in fulfilling our mission
2. To promote leadership development and mutual support for ministers and leaders among us.
3. To provide vehicles for credibility and accountability for churches and leaders
4. To pray our nation to Christ via the arenas of evangelism, Christian influence, and godly pursuits

Values

1. We value the biblical model of the autonomous local church
2. We value accountable relationships among leaders in the local church
3. We value inter-church cooperative ventures
4. We value the authority of the scriptures in our cooperative ministry
5. We value the leading and empowerment of the Holy Spirit among us

GLOSSARY OF TERMS
(What these terms mean in this handbook)

Local Church Autonomy means that churches are self-governing, self-supporting and self-propagating within an interdependent and cooperative relationship with other FCA churches

Endorsing Church means the responsibility that a church listed with the FCA takes on with another FCA church or minister. This does not mean that the Endorsing Church is committing itself to financial help. It offers both churches and ministers a place of mutual encouragement, guidance, support and accountability.

FCA Handbook means it is a compilation of policies and procedures adopted by the FCA Canada.

FCA Directory means it is a yearly listing of all active churches and ministers who form the FCA in Canada, the USA and overseas as well as our missionaries. It includes their names, addresses, email addresses and websites. It also divides churches into their provinces or states. This information is used for updated lists that are required by the governments.

Note: There will always be the most updated handbook and forms on
www.fcaministers.com

TABLE OF CONTENTS

SECTION ONE

Constitution

- I. Fellowship Origins
- II. New Testament Principles
- III. Cooperation
- IV. Statement of Common Beliefs
- V. Statement of Ethics

SECTION TWO

Policies and Procedures

- I. Introduction
- II. Recognition & Registration of Churches in the Annual Directory
- III. Registration of Fellowship Ministers
- IV. Registration of Para-Church Organizations

SECTION THREE

Organization

- I. The National Committee
- II. Qualities of FCA Officers
- III. Fellowship Elders
- IV. Secretary-Treasurer
- V. Assistant Secretary
- VI. Regional Coordinator
- VII. Fellowship Pastor
- VIII. Missions' Coordinator

SECTION FOUR

Forms

- I. Initial Request For New Churches
- II. Annual Church Information
- III. Church Report for a New Minister Registration
- IV. Church Report for a Previously Endorsed Minister Registration
- V. Church Report for a New Church Registration
- VI. Church Report for a New Para-Church Registration
- VII. Minister Registration Card

ADDENDUM

- I. By-Laws of the FCA
- II. Glossary of Terms

SECTION ONE: CONSTITUTION

I. FELLOWSHIP ORIGINS

The Fellowship of Christian Assemblies in Canada had its origins in the western provinces, particularly in the province of Alberta. European immigrants were the pioneers of the movement. In those days, it was not known by a title.

In the early part of the twentieth century God moved in a very special way, stirring the hearts of homesteading pioneers. The earliest reports come from about 1915. The meetings held then were often prayer meetings and Bible Studies held in private homes, barns, schools, or whatever other buildings were available. These groups of believers met in isolated pockets across Alberta and Saskatchewan. Most of the early services were conducted in one of the Scandinavian languages.

Gradually church boards were put in place, and pastors were called or raised up from among the people of the group. Most of the early pastors or evangelists were without formal training, but were compelled by the call of God.

As time went on, church buildings were erected and more formal training for Christian workers was initiated. In addition to the early ministers, many laymen and women were used of God to share the Gospel in the homes of friends and neighbors, and to establish churches in local communities.

From these rugged beginnings this fellowship of autonomous local churches of Pentecostal persuasion has grown, changed and expanded to include peoples of all nations.

II. NEW TESTAMENT PRINCIPLES

To accomplish God's plan of evangelizing the world as given to us in the Great Commission, structure and organization is essential.

New Testament Scripture speaks of church organization. By example and teaching, it provides a distinct pattern for organization on a local church level which aids in the promotion of evangelism and ensures efficiency in the founding, functioning and strengthening of each local church.

A. Local Churches

Believers gathered together for Christian fellowship and service in local churches. It was to local assemblies that New Testament believers were added. In local churches, discipline was exercised. Officers were appointed or elected to serve local churches. Workers for the Gospel fields were prayerfully ordained and sent out by local assemblies. These churches were nurtured in the truth and under the headship and authority of Christ, the Lord.

In the book of Acts we see a pattern for the relationship of churches and ministers. Local churches were responsible for the ordination and commissioning of ministers of the Gospel. The ministers apparently were in relationship with and accountable to a particular "Endorsing" Church". Peter, after he had preached to the Gentiles, returned to the council in Jerusalem and the apostolic fathers to explain what had happened. Barnabas and Saul were sent out by the church at Antioch, and they returned to Antioch to report all that God had done through them. When men came from Jerusalem to Asia Minor preaching contrary doctrine, Paul and Barnabas accompanied them back to Jerusalem, from where they had come, to settle the matter.

In each case, the ministers appeared to be in relationship with and accountable to the “Endorsing” Church which commissioned them. (*Acts 11:2-4, Acts 13:2-3; Acts 14:26-27; Acts 15*)

The structure of the New Testament church was simple. Elders and deacons were the only officers of the congregations. (Elders were sometimes called bishops or overseers.) Elders were appointed by men such as Paul, Barnabas or Titus to be overseers of the church. The congregations were to seek out from among themselves wise, Spirit-filled men to serve as deacons or servants. There is no indication of any officers outside of the local church ruling over them. There was apostolic oversight through recognized relationship of trust among the churches. (*1 Timothy 3; Acts 20:28; Acts 14:23; Titus 1:5; Acts 6:3*)

Although the New Testament pattern does not call for organic union of local churches or centralized authority over local churches, it does reveal a wonderful spiritual fellowship and voluntary cooperation among such assemblies. The New Testament Scriptures apply clear examples of such interaction. The love and fellowship existing among these autonomous churches is illustrated by the cooperative effort of the Gentile churches in sending relief to the impoverished and suffering church in Judea. (*See II Corinthians 8 & 9; Romans 15:25-27*)

In New Testament times, local churches engaged in carrying out the Great Commission without a centrally directed program. Each local church made itself responsible for the evangelizing of its own locality and surroundings. (*See Acts 2:46-47; 5:28; 8:4-17; 11:19-24; chapters 13 and 14; Romans 1:7-8; Philippians 2:12-16; 1 Thessalonians 1:6-10*)

B. The Scriptures and the Spirit

We realize that in order to recognize the authority of the Scriptures in matters of church organization, a local church must be spiritually responsive. This places upon local church leadership a great responsibility to develop such responsiveness in the congregation. We realize that when a church is not sensitive to the authority of the Scriptures, its affairs might become dominated by carnal local authority. Nevertheless, this calculated risk is part of the price we pay for spiritual freedom. It is Jesus who laid claim to the responsibility to “build (His) Church” and who is Head over it.

It should be pointed out, then, that local church autonomy has as its objective local church health. Although autonomy under Christ does not in itself guarantee such health, we believe it provides the normal Scriptural seedbed for developing healthy and responsive assemblies.

III. COOPERATION

A. The Life of the Fellowship

This section will briefly describe some of the practical modes of the Fellowship, operating on the basis of spiritual kinship and mutual need, with no authoritative Body outside its local assemblies. There is evidence, however, that churches invited trans-local leadership to assist in times of need.

We are aware of the fact that success in such a fellowship pattern requires a high degree of spiritual cooperation and initiative at the local level. Incentive for both individual and interchurch projects rises primarily from the vision and leadership of some local churches.

The life of the Fellowship may be described by two terms:

- It is an identifiable family of churches and ministers.
- It has identifiable forms of cooperative effort.

1. A Family of Churches and Ministers

- a) The Fellowship of Christian Assemblies Canada is part of an International Fellowship with churches, ministers and missionaries in several countries of the world.
- b) The Fellowship is made up of a recognizable and identifiable group of local churches and ministers who cooperate and work together to constitute the Fellowship.
- c) New ministers and churches are recognized by the Fellowship at large by virtue of the fact that they have already established cooperative fellowship locally and regionally with other churches and ministers within the fellowship.
- d) Local churches and their pastors are responsible for the character and integrity of the pastors and churches that they introduce into the Fellowship. An illustration of this principle is found in Acts 9:26-28.

2. Forms of Cooperation

- a) Conventions
 - A Canadian National Convention is held in order to address the needs of the Fellowship and to provide a venue for networking, cooperation, and connecting for the churches and ministers of the FCA.
 - An International Convention is also held.
- b) Camps

Youth and family camps are conducted in various areas of Canada.
- c) Home and Foreign Missionary Work
 - The pioneering of new works is generally initiated by local church congregations. Support, however, may be solicited from other Fellowship churches.
 - Foreign missionaries, in common with all Gospel workers, are ordained or commissioned by their “Endorsing” Churches and are personally, morally and doctrinally responsible to them. Assemblies unable to undertake the full financial support of a missionary enlist assistance from other assemblies.
- d) Special Ministries

Individuals or committees are periodically selected locally, regionally and nationally to carry out certain tasks as needs arise. These ministries are defined, limited and non-authoritative, according to the principle seen in II Corinthians 8:18-19.
- e) Leaders within the Fellowship

The Fellowship recognizes proven spiritual leadership that transcends the local church and is seen in both individuals and churches. Such leadership provides a ministry of example, inspiration, community, and counsel in the Fellowship.
- f) Bible Colleges

Full-time Bible training schools, sponsored by local assemblies or groups of churches, are located in various parts of the continent.

g) Publications and Communications

The FCA cooperates through an independent arm of the fellowship called Fellowship Media. The Fellowship Media Board of Directors is made up of an equal number of Canadian and American members. The costs of operating Fellowship Media are equally divided between the US and Canada. Decisions made through Fellowship Media are brought to the annual meeting in the US and Canada for ratification.

IV. STATEMENT OF COMMON BELIEFS

We Believe:

- The Bible to be the only inspired, infallible and authoritative Word of God. (*John 16:13; II Timothy 3:17; II Peter 1:21; I Thessalonians 2:13*)
- That there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (*Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22; John 14:6*)
- In the deity and humanity of our Lord Jesus Christ: fully God, fully man. (*John 1:1; Philippians 2:6-11; John 1:14; Isaiah 9:6; John 20:28-29; Colossians 2:9*)
- His virgin birth. (*Matthew 1:18; Luke 1:35; Isaiah 7:14*)
- His sinless life. (*II Corinthians 5:21; Hebrews 7:26; I John 3:5; Hebrews 4:5; 7:26-27; I Peter 2:22*)
- His miracles. (*Matthew 4:23; Luke 6:17-19; John 3:2*)
- His vicarious and atoning death through His shed blood. (*Colossians 1:14, 20; Romans 5:8-9; Ephesians 1:7*)
- His bodily resurrection. (*I Corinthians 15:3-4; Luke 24:4-7, 36-38; Revelation 1:17-18*)
- His ascension to the right hand of the Father. (*Acts 2:33; 5:30-31; I Peter 3:22*)
- His personal return in power and glory. (*Acts 1:11; Philippians 2:9-11; I Thessalonians 1:10; 4:13-18; John 14:1-3*)
- That the justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man. (*Romans 3:24-25; John 3:3-7; Ephesians 2:1-16; Revelation 5:9; Acts 4:12; I Corinthians 6:11; I John 5:11-13*)
- That the prime agency for the work of God's Kingdom is the Christian local church functioning under the sovereignty of our Lord Jesus Christ. The church has been entrusted with the ordinances of Believer's Baptism and the Lord's Supper. (*Acts 16:4-5; Matthew 16:18; 28:18-20; Acts 2:41-47; Ephesians 1:22-23; I Corinthians 12; I Corinthians 11:23-26*); and, "the Great Commission" to preach the Gospel, making disciples of all nations, baptizing them in the name of the Father, the Son Jesus Christ, and the Holy Spirit, teaching them to observe all Christ's commands as recorded in the Bible. (*Matthew 28:19-20; Mark 16:15-16; Luke 24:44-49; John 20:21; Acts 1:6-8*).
- In the present ministry of the Holy Spirit which includes: the baptism in the Holy Spirit as a distinct experience from regeneration; His indwelling whereby the Christian is enabled to live a Godly life; His supernatural gifting and empowering of the church for its work, life and worship. (*Luke 24:49; Acts 1:4-8; 10:46; I Corinthians 12:14*)
- In the return of Jesus Christ to consummate His Kingdom in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (*John 5:28-29; Revelation 20:4-5; Mark 14:62; Revelation 1:5-7; II Thessalonians 1:2-10*)
- In the spiritual unity of believers in our Lord Jesus Christ. (*Romans 12:4-5; John 17:11, 21-23; Ephesians 4:11-16*)

V. STATEMENT OF ETHICS

All that exists emanates from the person and character of God. His nature is the unalterable foundation of creation. Each person in every generation of humanity is tasked with discovering, living, preserving and transmitting the true nature and purpose of life. We also celebrate that in Jesus Christ, God has provided completely for the restoration of every distortion from the original intent of God, small or great, to return us to joy and purpose. The following statements offer clear biblical Christian definitions of fundamental God given truths that are under pressure in our current culture. Our stand is not a matter of opinion but our understanding of what God's intention is for life.

1. Human life begins at conception. God's plan for life extends from embryogenesis through adulthood. (*Psalm 22:9, 10; 71:6; 139:13, 14; Isaiah 44:2, 24; 46:3, 4; 49:1, 5*)
2. Abortion constitutes an interruption of God's intention and of the human rights of the person in the womb. It violates God's commandment not to kill and assaults the most vulnerable and defenseless people in our society. (*Luke 1:15, 41, 44; Judges 13:5, 7; Jeremiah 1:5; Galatians 1:15, 16; Exodus 20:13: 21:22-25*)
3. Marriage is the God ordained, legal and spiritual union of one man and one woman to the exclusion of all others. This covenant union honours God's own nature in its complimentary male and female components. (*Genesis 1:27; 2:23, 24; Matthew 19:4-6; Ephesians 5:31, 32; II Corinthians 11:2; Revelation 19:7; 21:2.*)
4. Every human life is sacrosanct, having a God-given purpose and dignity from the moment of conception until natural death. Therefore, both euthanasia and assisted suicide are inappropriate human interruptions of God's intention and a usurping of His role. (*Psalm 139:15-18; Ephesians 2:10; II Timothy 1:9*)
5. The heart of Christ's Church is to show compassion for the poor, broken, vulnerable, defenseless, and helpless from every race, colour and gender. (*Psalm 68:5, 6; Isaiah 1:17; James 1:27; John 1:14; Ephesians 4:29-32*)

In these essentials, let there be unity. In non-essentials, let there be liberty. And in all things, let there be charity.

SECTION TWO: POLICIES AND PROCEDURES

I. INTRODUCTION

There are five key principles upon which the Fellowship policies and procedures are based. They are intended to reflect our understanding of New Testament ecclesiology.

A. Fellowship of Churches and Ministers

The Fellowship of Christian Assemblies is a Fellowship of churches and the ministers who are associated with these churches. New ministers and churches are recognized by the Fellowship at large by virtue of the fact that they have already established cooperative fellowship locally and regionally with other churches and ministers. An illustration of this principle is found in Acts 9:26-28.

B. Congregational Involvement in the Fellowship

Since we are a Fellowship of not only ministers but also of churches, it is important for local churches to have an active role in inter-church matters. Ministers and lay leaders should be vitally involved in Fellowship concerns. It is assumed that some time in church meetings will be spent on FCA matters, and that church leaders and members will be encouraged to attend annual conventions. In the New Testament era, congregations were involved in inter-church matters. (*See Acts 15:22*)

C. “Endorsing” Church Responsibility for Ministers and Missionaries.

In the New Testament we see the local church “setting apart” and “sending out” ministers. This would indicate local church responsibility for its ministers and missionaries. (*See Acts 13:2-3*)

Ministerial accountability can primarily be tracked back to local church responsibility to and for ministers (*Acts 13:2-3; 14:27*); and secondarily, ministers were accountable to each other (*Galatians 2:1-2*). Therefore, every FCA minister must be accountable to an Endorsing Church that is listed in the Fellowship Directory. Endorsing Churches are responsible for licensing and ordaining ministers and for their nurture, discipline and encouragement. Each local church must have a written policy for the licensing and ordination of ministers and for the commissioning of missionaries.

It is necessary to maintain adequate contact, communication and care between the Endorsing Churches and those they license or ordain, including commissioned missionaries. Churches and the ministers accountable to them must be in contact with one another at least on an annual basis. It is recommended that churches expect an annual report of activities from the ministers that they endorse and that endorsed ministers would be prepared to send in an annual report of activities. Scripture directs us many times to the vital role of the Jerusalem and Antioch churches as the Endorsing Churches for many of the ministers named in the book of Acts.

D. Ministers’ Responsibility to Other Ministers

New Testament instruction and practice model the importance of ministerial fellowship, brotherly contact and fatherly care within the Body of Christ. For example, Barnabas sought out Paul, Paul cared for Timothy, and Peter was corrected by Paul.

E. The Conventions of the Fellowship

Conventions (regional, provincial, national and international) serve as a catalyst to fellowship and spiritual renewal. They provide forums where churches can discuss mutual concerns, and agree on policies that will benefit the Fellowship as a whole. Each local church accepts the responsibility to act on these policies in the Spirit of Christ.

II. RECOGNITION & REGISTRATION OF CHURCHES

A. Requirements for Church Registration

1. The church shall be familiar with, and agree to purpose/practice in accordance with the principles of the FCA as described in this Handbook.
2. The church shall be an incorporated society within the province of residence unless it is not legally possible. Alternately, the church shall be registered within the province of residence so that it can be recognized as a legal entity. This would include having an approved constitution and by-laws. The church shall have, in addition to the pastor(s), a functioning leadership team of elders and deacons (or a comparable group of church leaders).

B. Initial Recognition and Registration of a Church

1. When a church desires to become a member of the FCA, it must seek out an FCA member church that would agree to endorse it into the Fellowship. The procedure is as follows:
 - a) The Endorsing Church elders or leadership team shall meet with the prospective FCA church leadership team for the purpose of:
 - Acquaintance and fellowship;
 - A detailed presentation of the principles outlined in the FCA Handbook;
 - A discussion and answer period; and
 - A time of prayer, petitioning for the Lord's will.
 - b) The Endorsing Church shall study the constitution and bylaws of the prospective church, along with its doctrinal statement and financial statements. Where there are conflicts or problems the Endorsing church should consult with the FCA Elder Board.
 - c) Following this initial meeting, a period of time shall be allowed for the prospective new church to consider the implications of joining the FCA. It is very important that the Endorsing Church has confidence in the practice, teaching and mission of the new church to assure compatibility with the FCA.
 - d) Upon receiving a positive response to proceed with membership in the FCA, the Endorsing Church and the prospective church will either:
 - Conduct a joint service of the congregations, at which time membership in the FCA would be officially endorsed; or, where a joint service is impractical,
 - Representatives of the leadership of both churches shall meet together, wherein official endorsement of the new church can be granted. Subject to the meeting of endorsement, the registration forms shall be completed and sent to the FCA Secretary-Treasurer.
 - e) The Endorsing Church is charged with the responsibility for continuing care and encouragement of the new FCA church. The Endorsing Church may be called upon for information needed or for counsel during times of difficulty in the endorsed church.
 - f) The Endorsing Church shall keep in touch with its Endorsed Church/churches on a regular basis by personal visitation, email, fax, newsletter, letter, or telephone call.

2. Upon completion of the review process, the Endorsing Church shall complete a Report Form and shall coach the new church in its first exercise of completing all forms required for registration. The forms include the following; *Initial Request for Church Recognition and Listing, Annual Church Information and the Church Report for a New Church Registration*. Upon completion, the forms shall be mailed with the annual registration fee to the Secretary Treasurer of the FCA. Incomplete application packages will not be accepted and may be returned to the Endorsing church.

“And so were the churches established in the faith and increased in number daily.” Acts 16:5

3. Criteria for an Endorsing church in the FCA. Churches are subject to the following criteria before they are able to endorse new churches or ministers into the FCA,
 - a) The church must demonstrate an understanding and commitment to the policies, principles of the FCA.
 - b) The church must be registered with the FCA,
 - c) The church must be a member in good standing,
 - d) The church shall commit to send delegates (at least one or two) to the annual convention whenever possible.
 - e) The church must actively participate in the regional meetings in their area.
 - f) The pastor or the church must be part of the Fellowship for five years.

Note: The fee established for FCA church members is 1% of the annual operating budget of the church less the missions and buildings funds or \$200, whichever is greater, to a maximum fee of \$3,000.00.

C. Withdrawal of a Church from the Fellowship

1. Any local church may voluntarily withdraw itself from the Fellowship at any time by giving written notice to the FCA Secretary. This would result in the removal of its name from the FCA Directory. The notification would be referred to the Fellowship Elders.
2. Should a local church be engaged in unbiblical practices or teachings, the Endorsing Church shall give redemptive counsel. Should the church not respond to the redemptive counsel of the Endorsing Church either party can appeal to the Fellowship Elders. The final decision would be made by the Fellowship Elders.
3. An Endorsing Church may withdraw its endorsement of a church and notify the Fellowship Secretary of this action. The notification would be referred to the Fellowship Elders.

D. Finding a New Endorsing Church

1. An active FCA church may find itself without an Endorsing Church for several reasons (here are some examples):
 - The Endorsing Church may decide to end its relationship with the FCA.
 - The Endorsing Church may be asked to leave the FCA because of unbiblical doctrines and/or practices that it chooses not to change.
 - The Endorsing Church may decide to no longer endorse churches.
 - The Endorsing Church may decide that it no longer can endorse a particular church.

2. Procedure in Finding a New Endorsing Church

- Consultation must take place between the previous Endorsing Church (if in existence) and the FCA Elders along with the proposed new Endorsing Church.
- A letter explaining the reason for the change will be made by the previous Endorsing Church.
- A letter will also be made by the newly proposed Endorsing Church explaining why they feel the church should remain in the FCA.
- All letters are to be kept on file by the FCA Secretary Treasurer.
- A new *Initial Request for Church Recognition and Listing* will be required along with a new *Annual Church Information* and a *Church Report for a Previously Endorsed Church Registration*.

III. REGISTRATION OF FELLOWSHIP MINISTERS

A. Initial Registration of a Minister

1. Each minister to be listed in the Fellowship Directory (and registered with the Provincial Government) must complete and submit a *Minister's Registration Card* to his/her Endorsing Church. (Ministers are NOT to send the card directly to the Fellowship Executive Assistant)
2. Upon receiving a *Minister's Registration Card*, the Endorsing Church will provide the required signatures of endorsement and send the registration card and the minister's registration fee to the Fellowship Executive Assistant.
3. The Endorsing Church shall also include a completed *Church Report for a New Minister* with the registration.
4. A copy of the minister's ordination certificate, license to minister certificate or commissioned missionary certificate must also be included. Ministers who belong to the FCA must be commissioned missionaries, licensed to minister or ordained according to the minimum FCA standards (see addendum on ordination standards).
5. Provincial governments do not allow ministers to be registered through more than one credentialing body for marriage authorization. It is the responsibility of the Endorsing Church and each registered minister to ensure they are not registered by another denomination or fellowship in addition to their FCA registration.
6. Since the local church has the Scriptural authority to license and ordain ministers (and recognize the licensing and ordination of ministers who have been credentialed with other ecclesiastical bodies), it must also take responsibility as the Endorsing Church for the guidance, encouragement and discipline of those ministers it endorses each year. This includes active and ongoing reciprocal contact between the churches and the ministers that they endorse.

B. Annual Renewal of Registration

1. The Endorsing Church shall renew each ministerial registration annually. *The Annual Church Information* form will be sent annually by the Secretary to all churches listed in the Directory; and must be completed and returned, along with the listing fee, by the stated deadline. On the form, churches list the names of the ministers they are Endorsing.
2. Each year, the minister is sent a form that identifies the information currently in the registry. This form should be verified, signed and returned to the Endorsing Church with the registration fee for ratification. The Endorsing Church then forwards the form, duly signed and accompanied by the required annual fee, to the FCA Secretary.
3. A new *Minister's Registration Form* is also needed when any information changes.
4. Churches must promptly notify the Fellowship Secretary and send a new card whenever any changes of information occur during the year (e.g. address, telephone, position, etc.). This information is required by provincial governments, and is necessary for the maintenance of accurate registry records.

C. De-registration of a Minister

1. A minister may resign at any time by voluntarily submitting a request to their Endorsing Church.
2. An Endorsing Church may withdraw support at any time of a minister it no longer endorses.
3. The Endorsing Church shall give prompt notification of withdrawal of support of a minister to the FCA Secretary. The notification may be referred to the FCA Elders for review and appeal. The FCA Elders may provide alternate solutions to the minister whose support has been withdrawn.

D. Finding a New Endorsing Church

1. A previous FCA minister may find himself/herself without an Endorsing Church for several reasons (here are some examples).
 - The Endorsing Church may decide to end its relationship with the FCA.
 - The Endorsing Church may be asked to leave the FCA because of unbiblical doctrines and/or practices that it chooses not to change.
 - The Endorsing Church may decide to no longer endorse ministers.
 - The Endorsing Church may decide that it no longer can endorse a particular minister.
2. Procedure in Finding a New Endorsing Church
 - Consultation must take place between the previous Endorsing Church (if in existence) and the FCA Elders along with the proposed new Endorsing Church.
 - A letter explaining the reason for the change will be made by the previous Endorsing Church.
 - A letter will also be made by the newly proposed Endorsing Church explaining why they feel the minister should remain in the FCA.
 - All letters are to be kept on file by the FCA Secretary Treasurer.
 - A new *Minister's Registration Card* will be required along with a *Church Report for a Previously Endorsed Minister Registration*.

E. Requirements of an FCA-Registered Minister

1. A minister must be a member of a Fellowship church listed in the current FCA Directory.
2. The minister shall be familiar with, and in support of the purpose/practice of the Fellowship of Christian Assemblies, as presented in this Handbook.
3. The Minister shall be licensed or ordained by an FCA Endorsing Church. A church may not endorse the minister who founded the congregation.
4. The Endorsing Church of a senior pastor shall be one other than the one he or she is serving. This may require dual membership in some circumstances.
5. Ministers who have been ordained by another denomination or fellowship may have their ordination recognized by an FCA listed church and have that church assume responsibility as their Endorsing Church.
6. In order to be registered with the Provincial Government, the minister must become a member of a Canadian FCA church that will register them with the Fellowship Secretary.
7. From time to time a minister may need to obtain a temporary license to marry in a province in which they do not reside. The minister must submit the application for a temporary license to the Secretary of the Fellowship at least 60 days prior to the date the temporary license is needed.

IV. REGISTRATION OF PARACHURCH ORGANIZATIONS

A. Initial Registration of a Para-Church Organization

1. Each Para-Church Organization to be listed in the Annual Fellowship Directory must complete and submit an *Initial Request for Recognition and Listing* to its Endorsing Church. (Para-Church Organizations are NOT to send information directly to the Fellowship Secretary.)
2. Upon receiving a *Para-Church Organization Application*, the Endorsing Church will conduct the required process for endorsement of the organization, which includes completing an *Endorsing Church Report for a New Para-Church Registration*. Once this is completed, the completed forms shall be mailed to the Fellowship Secretary, along with the appropriate fees.

B. Annual Renewal of Registration

1. A Para-Church Organization shall register in the same manner as a local church. As in the case of a new church registration, the para-church organization is required to obtain the endorsement of an existing FCA church congregation.
2. Each Para-Church Organization must seek annual renewal of its registration through the FCA church congregation that endorses them.

C. De-Registration of a Para-Church Organization

1. A Para-Church Organization may de-register at any time by a voluntary request to its Endorsing Church.
2. An Endorsing Church may at any time de-register a Para-Church Organization it no longer endorses.
3. The Endorsing Church shall give prompt written notification of the de-registration of the Para-Church Organization to the FCA Secretary.

D. Requirements of an FCA Para-Church Organization

1. The President/Director and the board he/she serves on must be familiar with and in support of the purpose/practice of the Fellowship of Christian Assemblies as presented in this manual.
2. In order for the President/Director to be properly registered with the Provincial Government under the Fellowship of Christian Assemblies for marriage purposes he/she must be a licensed or ordained minister or a commissioned missionary and also become a member of an Endorsing Church that is presently listed with the FCA.
3. Registration of a Para-Church Organization is the responsibility of the Endorsing Church.
4. The President/Director of a Para-Church Organization that has been listed by another denomination or fellowship may have that listing changed to the FCA providing the Endorsing Church is willing to assume the responsibility.

E. Ministries which Qualify as Para-Church Organizations

- An organization that is willing to embrace the faith and the purpose/practice of the Fellowship of Christian Assemblies as outlined in the Constitution and this Policy Manual.
- An organization that is involved in at least one of the following types of ministries:
 - Christian Administration
 - Evangelism (Group or Crusade)
 - Personal Evangelism
 - Christian Broadcasting
 - Christian Camps
 - Music Ministry
 - Christian Research
 - Christian Education
 - Equipping for Christian Ministry
 - Teaching Ministry
 - Christian Literature Production
 - Bible Translation
 - Church Planting
 - Christian Counseling
 - Rural Ministry
 - Urban Ministry
 - Upper Class Ministry
 - Student Ministry
 - Support Ministry & Distribution
 - Christian Medical Services
 - Christian Orphanages
 - One Time Projects (Building, etc.)
 - Relief
 - Agriculture
 - Hunger
 - Clothing
 - Housing
 - Medical

SECTION THREE: ORGANIZATION

I. THE NATIONAL COMMITTEE

A. Composition

1. The National Committee consists of the Regional Coordinators and the Fellowship Board.
2. The Fellowship Board consists of the Chair, Vice-Chair, Fellowship Elders, Secretary-Treasurer, and Recording Secretary.

B. Ministry Description of the National Committee

1. Ensure that the decisions made at the Annual Business Meeting held at the convention are executed.
2. Provide support and accountability for the Fellowship Board between conventions.
3. Develop proposed policy for the Fellowship.
4. Provide counsel, resources, and support for one another as required throughout the year.
5. Approve the annual budget (as prepared by the Fellowship Board) for presentation to the annual National Convention.
6. Provide input and/or be willing to serve as members of a convention planning committee.
7. Provide input to the agenda for National Convention business sessions.

Note: Much of this work will be carried out by the Fellowship Board, with support and input from the Regional Coordinators.

C. Tenure

Members shall serve for the duration of their term as Regional Coordinators. Likewise, Fellowship Board members shall serve this Committee as long as they are in office.

D. Remuneration

These members serve on a volunteer basis. Expenses for conference call meetings and other related costs are provided for in the annual budget.

Leaders among us

Throughout history, the church has recognized the roles of spiritual fathers, apostles, and other leaders that have spiritual gifts to minister to church communities and to pastors. This is true of this Fellowship. We continue to recognize these God-given gifts to the Body and to value them for the blessing they are. Examples of trans-local leadership can be found in the leadership of Paul, Peter and other disciples found in the New Testament.

II. QUALITIES OF FCA OFFICERS

A. All Officers Must Demonstrate Faithfulness To:

1. God and His people;
2. Family and personal relationships;
3. Spiritual and moral qualities; and
4. Spiritual gifts and abilities.

B. Qualifications

1. A committed disciple of Jesus Christ.
2. A current member in good standing with an FCA church.
3. A Godly testimony in home and community.
4. A servant attitude.
5. A minimum of 5 years as a Christian minister in association with an FCA church/mission
6. Access to sufficient resources of time and finance in order to facilitate the essential duties.
7. A pastoral and visionary perspective for the FCA.

C. Conditions for Removal from Office for Any FCA Officer

1. Personal Initiative

- a) An Officer may submit a resignation to the Fellowship Board for any reason during the term of office.

2. Fellowship Initiative

- a) Should any Officer appear to lose the ability to serve the Fellowship, a member of the National Committee may call for a special meeting of the Committee to assess whether the member in question is still qualified and endorsed by the National Committee. Should a minimum of three-quarters of the Committee deem that there is adequate cause for concern regarding the FCA Officer's ability to continue in this role, the Committee may call a special meeting for the purpose of a review of this office at the next Annual Convention of the FCA. The reason(s) for the proposed review shall be clearly communicated to every minister and church delegate of the FCA. The FCA Officer will require an 80 % majority of the voting members at this meeting in order to retain this office.
- b) In light of a serious question of this nature among colleagues as to the ability to continue to serve in this office, it would be advisable for the FCA Officer to offer a resignation prior to a convention vote. This would be consistent with the intended servant spirit of this office. This initiative would demonstrate care for the Body and avoid undue dissension and stress for the Fellowship at large.

3. Committee Initiative

- a) There are some conditions where the Fellowship Board may assume the right to suspend the FCA Officer from these duties for an interim period or a permanent removal until the following Annual Conference. In this case, the Board may appoint an interim Regional Coordinator until the next Annual Convention. The Board will immediately inform the members of the FCA of this action and prepare the members for ratification of this action and the affirmation of a new Regional Coordinator at the Annual Convention.

4. Conditions for Suspension

- a) Departure from the doctrinal statement of the FCA.
- b) Moral/integrity failure due to sexual, financial, or relational behavior.
- c) Misappropriation of Fellowship funds.
- d) Abuse of this ministry description.
- e) Loss of ability to function due to health or other personal issues.
- f) Persistent violation of the By-laws and/or Policies of the FCA Manual.

Note: Due to temporary, involuntary difficulties, the FCA Officer shall agree to the Fellowship Board's request for a leave of absence for a period agreed upon by the Committee. Following this term, a decision to return to office or to retire will be considered and confirmed by a consensus of the Board. This process will be communicated to the Fellowship and confirmed (or otherwise) at the following Annual Convention.

The Board shall develop an appropriate policy for financial consideration in this case.

See the Restoration Program Manual for further details on the procedures that will be followed.

III. FELLOWSHIP ELDERS

These persons are chosen to serve in a leadership and visionary role for our Fellowship. We are a Fellowship that appreciates the diversity of our ministry style and the unity of our Christian faith. We recognize that the primary inspiration of vision for evangelism, discipleship, leadership training and missions derives from our Lord through local churches and their leadership. The Fellowship Elders shall encourage the healthy growth of churches, leaders, and missions; as well as facilitate the proper dissemination of information, counsel, and coordination where required.

A. Ministry Description

The Fellowship Elders shall:

1. Represent a wholesome Christian perspective by encouraging the principles of care and mutual respect among Regional Coordinators and all FCA Members as represented in our core values.
2. Encourage biblical vision for our local and corporate missions (as mandated in the Great Command and the Great Commission).
3. Be committed to and supportive of the nature, principles and mission of the FCA.
4. Facilitate the proper policy usage of the FCA as outlined in this Handbook.
5. Interpret FCA policies and procedures to inquirers.
6. Facilitate the sharing of appropriate information, encouragement, and counsel to Regional Coordinators and all FCA Members.
7. Communicate regularly with Regional Coordinators, providing counsel and support.
8. Facilitate at least one annual meeting of the National Committee.
9. Prepare the agenda for the Annual Meeting of the National Committee.
10. Represent the FCA to other Christian bodies (and to national government agencies) as requested by the National Convention.
11. Initiate action committees on evangelism; church planting strategies, mission strategies, and church development among members (as per the wishes of the Convention).
12. Maintain regular communication with members of the Board.
13. Encourage a spirit of brother/sisterhood within the FCA family.
14. Pray consistently for the blessing of God on the Fellowship and the dedication of every member to the cause of evangelism, disciple making, leadership training, and church planting.

B. Accountability

The Fellowship Elders shall be accountable to the National Convention.

C. Appointment and Term of Service

The Fellowship Elder candidates shall be interviewed and approved for presentation by the Fellowship Board. The Fellowship Board shall develop an appropriate process for the search, the interview, and the preparation of the candidate. A Fellowship Elder shall be appointed to serve after receiving an affirmation vote of 80 % of voting delegates at an Annual National Convention of the FCA. The Fellowship Elders shall serve for a three year term or as determined at the Annual National Convention. The term may be renewed or extended at an Annual Convention of the FCA.

D. Remuneration

The Fellowship Elders shall serve on a volunteer basis. The Fellowship Board shall propose an expense account and a method of support for the same. This shall be included in the annual budget, which shall be ratified or amended at the FCA Annual Convention.

E. Funding

Funding for staff shall come from the annual dues of churches and ministers and the voluntary offerings of members of the Fellowship.

F. Removal from Office

1. Personal Initiative

A Fellowship Elder may submit a resignation to the Fellowship Board for any reason they deemed appropriate during their term of office.

2. Fellowship Initiative

- Should a Fellowship Elder appear to lose the ability to serve the Fellowship, a member of the Fellowship Board may call for a special meeting of the Board to assess the Board member's support level for the Elder in question. Should a minimum of three-quarters of the Board deem that there is adequate cause for concern regarding the Fellowship Elder's ability to continue in this role, the Board may call a special meeting for the purpose of a review of this office at the next Annual Convention of the FCA. The reason(s) for the proposed review shall be clearly communicated to every minister and church delegate of the FCA. The Fellowship Elder will require an 80% majority of the voting members at this meeting in order to retain this office.
- In light of a serious question of this nature among colleagues as to the ability to continue to serve in this office, it would be advisable for the Fellowship Elder to offer a resignation prior to a Convention vote. This would be consistent with the intended servant spirit of this office. This initiative would demonstrate care for the Body and avoid undue dissension and stress for the Fellowship at large.

3. Committee Initiative

There are some conditions where the Fellowship Board may assume the right to suspend the Fellowship Elder from these duties for an interim period until the following Annual Convention. In this case, the Board may appoint an interim Fellowship Elder until the next Annual Convention. The Board will immediately inform the members of the FCA of this action and prepare the members for ratification of this action and the affirmation of a new Fellowship Elder at the Annual Convention.

4. Conditions for Suspension

- Departure from the doctrinal statement of the FCA.
- Moral/integrity failure due to sexual, financial, or relational behavior.
- Misappropriation of Fellowship funds.
- Abuse of this ministry description.
- Loss of ability to function due to health or other personal issues.
- Persistent violation of the By-laws and/or Policies of the FCA Manual.

Note: See the Restoration Program Manual for further details on the procedures that will be followed.

IV. SECRETARY-TREASURER

A. Ministry Description

The FCA Secretary-Treasurer is appointed to serve the Fellowship in registrations, financial administration, recording of minutes, and other related tasks. The FCA Secretary-Treasurer shall:

1. Be committed to an accurate understanding and appreciation for the history, nature, mission, principles and policies of the FCA.
2. Maintain accurate records of memberships of churches and ministers.
3. Maintain accurate financial accounting for the FCA.
4. Provide the Fellowship Board with regular financial statements and membership updates.
5. Provide information to FCA members and prospective members who present inquiries as to procedures.
6. Provide complete reports on memberships and financial activities for the past fiscal year to the Annual Convention.
7. Provide forms to churches for licensing and ordination of ministers.
8. Provide forms to churches for annual registrations/renewals of churches and ministers.
9. Record newly ordained ministers and register them with the appropriate Provincial Government.
10. Provide the essential completed annual forms to appropriate government agencies as may be required of charitable institutions.
11. Record and distribute minutes of all committee meetings and annual business sessions of the Fellowship.
12. Provide other reports to the FCA or committee members as may be required.
13. Open the FCA books for study and inspection by any member of the Committee or Fellowship member at any convenient time.
14. Be accountable to the National Committee and annually to the Convention.

B. Appointment and Term of Office

The Secretary-Treasurer shall be appointed by the Fellowship Elders from a list of nominees submitted by the members at large. The Secretary-Treasurer shall serve for a three-year term. This term can be renewed at the discretion of the National Committee.

C. Remuneration

The Secretary-Treasurer shall receive an annual honorarium determined by the Fellowship Elders. This shall be included in the annual budget, which will be ratified at the Annual Convention.

D. Removal from Office

- The Secretary-Treasurer may choose to resign at any time for any reason he/she may deem appropriate.
- The National Committee may require the Secretary-Treasurer to resign for any of the reasons listed below. This request must be supported by a minimum of three-quarters of the National Committee members. The request for resignation shall be considered final and without appeal.

E. Conditions for Dismissal

- Departure from the doctrinal statement of the FCA.
- Moral/integrity failure due to sexual, financial, or relational behavior.
- Misappropriation of Fellowship funds.
- Abuse of this ministry description.
- Loss of ability to function due to health or other personal issues.
- Persistent violation of the By-laws and/or Policies of the FCA Manual.

Note: The Committee shall develop an appropriate policy for financial consideration in case of dismissal.

V. ASSISTANT SECRETARY

A. Ministry Description

The Assistant Secretary is appointed to assist the Secretary-Treasurer in fulfilling the tasks of his office. The Assistant Secretary shall:

1. Be committed to an accurate understanding and appreciation for the history, nature, mission, principles and policies of the FCA.
2. Provide information to FCA members and prospective members who present inquiries as to procedures.
3. Provide reports to the FCA or committee members as may be required, including:
 - Recording and distributing minutes of all FCA National level meetings.
 - Developing and administering an accurate annual budget.
 - Assisting in developing and updating the administrative and communication tools.
4. Be accountable to the National Committee and to the membership at Annual convention.

B. Appointment and Term of Office

The Assistant Secretary shall be appointed by the National Committee from a list of nominees submitted by the members at large. The Assistant Secretary shall serve for a three-year term. This term can be renewed at the discretion of the National Committee.

C. Remuneration

The Assistant Secretary shall receive an honorarium determined at an Annual Business Meeting of the FCA and included in the budget prepared by the Corporate Committee.

D. Removal from Office

1. The Assistant Secretary may choose to resign at any time for any reason he/she may deem appropriate.
2. The National Committee may require the Secretary to resign for any of the reasons listed below. This request must be supported by a minimum of three-quarters of the National Committee members. The request for resignation shall be considered final and without appeal.

E. Conditions for Dismissal

1. A departure from the doctrinal statement of the FCA.
2. Moral/integrity failure due to sexual, financial, or relational behavior.
3. Misappropriation of Fellowship funds.
4. Abuse or failure to fulfill this ministry description.
5. Loss of ability to function due to health or other personal issues.
6. Persistent violation of the By-laws and/or Policies of the FCA Manual.

Note: The committee shall develop an appropriate policy for financial consideration in case of dismissal.

VI. REGIONAL COORDINATOR

A. The Role of Each Regional Coordinator

This person is chosen to facilitate a sense of pastoral care and encouragement to the churches and ministers of their region. They shall:

1. Be available for counsel and questions from ministers and/or churches in their region.
2. Consistently support the well-being of the ministers and churches of their region.
3. Be familiar with FCA policy and be able to give guidance to new churches and/or ministers as to policies and procedures.
4. Facilitate “cluster meetings” of ministers and leaders in their region.
5. Demonstrate respect for other Regional Coordinators and their regions.
6. facilitate an annual meeting of their region in preparation for the business session of the convention (or more often as required).
7. Facilitate an appropriate course of action for churches and/or ministers of their region who are requesting help when experiencing difficulty.
8. Promote Biblical unity and respect among the members of the National Committee.
9. Encourage vision for evangelism, church planting, leadership development and missions among the churches and ministers of their region.
10. Present appropriate items of news and needs of their region to the National Committee for the purposes of encouragement, celebration and prayer.
11. Attend (either in person or via technology) regular meetings of the National Committee.
12. Participate in convention and other planning meetings as may be required.

B. Associate

It is advisable for the Region to choose an Associate Representative to assist the Regional Coordinator and to serve in his/her absence. The associate should be a member in good standing with the FCA and be approved/respected by the churches and ministers of the region. The regions have the latitude to choose the person and the process to accomplish this.

C. Appointment and Term of Office

The ministers and church delegates of each region shall choose the Regional Coordinator. The Regional Coordinator shall not replace or infringe upon local church ministerial relationships.

The Regional Coordinator shall serve for a three-year term and may serve more than one term at the discretion of the regional members. Should the Coordinator determine that he/she cannot fulfill this term, he/she may submit their resignation to their region and the National Committee.

D. Remuneration

The Regional Coordinator shall serve in a volunteer capacity. However, there may be considerable or exceptional expenses incurred at times, which may be reimbursed by the regional churches.

E. Removal from Office

The Regional Coordinator may be removed from office for any of the following reasons:

- Departure from the doctrinal statement of the FCA.
- Moral/integrity failure due to sexual, financial, or relational behavior.
- Misappropriation of Fellowship funds.
- Abuse of this ministry description.
- Loss of ability to function due to health or other personal issues.
- Persistent violation of the By-laws and/or Policies of the FCA Manual.

The members of the region shall initiate this action. Should the regional members determine that they are not the appropriate body to deal with the issue, they shall approach the National Committee for a resolution. The National Committee or their appointed delegates will follow an outlined procedure towards a hopeful and satisfactory resolution.

F. National Regions

1. British Columbia - Vancouver Island and Lower Mainland
2. British Columbia - Kootenays and Interior
3. Peace River Region (Northwestern Alberta and Northeastern B.C.)
4. Central and Northeastern Alberta
5. Southern Alberta
6. Saskatchewan East
7. Saskatchewan West
8. Manitoba & Northwestern Ontario
9. GTA Central
10. 905 East (Greater Toronto Area)
11. 905 West (Greater Toronto Area)
12. Southwestern Ontario
13. Northern & Eastern Ontario/Canada

VII. FELLOWSHIP PASTOR

As a Fellowship, FCA Canada embraces the diversity of our ministry styles, our unity in Biblical faith, and the spirit of Christian brother/sisterhood. We recognize that the primary inspiration of vision for evangelism, discipleship, leadership training and missions derives from our Lord through local churches and their leadership. The Fellowship Pastor shall encourage the healthy growth of churches, leaders, and missions; helping to facilitate the proper dissemination of information, counsel, and coordinated efforts deemed useful to the fulfillment of our God given purposes as stated in the *FCA Handbook* (see *Mission Purpose and Statement*, page 2).

A. Qualifications

Beyond the qualifications of all FCA Officers detailed in the FCA handbook (SECTION 3, Subsection II, A and B), the Fellowship Pastor shall be:

1. Committed and supportive of the stated nature, principles and mission of the FCA;
2. Familiar with and able to interpret FCA policy and procedures to inquirers;
3. Familiar with and able to facilitate the sharing of appropriate information, encouragement, and counsel to Regional Coordinators;
4. Must be either a duly appointed Elder of the FCA Elder Board, (or function in full integration with the regular meeting of the FCA Elder Board).

B. Ministry Description

The Fellowship Pastor shall:

1. Encourage biblical vision for our local and corporate missions (as mandated in the Great Command and the Great Commission);
2. Encourage a spirit of brother/sisterhood among FCA member churches, ministries, missions, and ministers;
3. Promote the ministry mandate and the principles of care and mutual respect as represented in our core values (as stated in the *Mission Statement and Core Values* in the *FCA Handbook*) among our membership. Whenever possible, efforts should be made to work in communication and cooperation with the Regional Coordinators;
4. Communicate regularly with Regional Coordinators, providing counsel, support and encouragement for them in their ministry;
5. Represent the FCA to other Christian organizations or ministries and to National Government agencies as requested by the National Convention;
6. Maintain regular communication and attend all meetings of the Corporate Committee;
7. Pray consistently for the blessing of God on the Fellowship and the dedication of every member to the cause of evangelism, disciple making, leadership training, and church planting;
8. Serve as an ex-officio member of all boards and committees;
9. Help create accountability to the doctrine, distinctives, principles, purposes, and practices of the FCA within the membership churches, ministries and ministers.

C. Accountability

The Fellowship Pastor shall be accountable to the FCA Elders and individual members of the FCA throughout the year; and, additionally, to the National Convention on an annual basis. Individual members or churches may appeal to the Chairman of the FCA Elder Board at any time with any concerns regarding the Fellowship Pastor.

D. Appointment and Term of Service

The FCA Elder Board shall develop an appropriate process for the search, interview, and preparation of the Fellowship Pastor candidate, who will then be interviewed by the FCA Elder Board and approved for presentation to the National Convention, and for service the Fellowship under the following terms:

1. He/she shall be approved by a minimum of a two-thirds majority vote of a quorum at a duly called Annual General Meeting of the FCA Canada.
2. The Fellowship Pastor shall serve for a three-year term.
3. The incumbent candidate does not have limitation of term, and may be reappointed to the office as long as they remain able, qualified, and willing to serve; and presuming they continue to have the endorsement of the Corporate Committee.
4. The Fellowship Pastor may begin this ministry at any time in his/her tenure as FCA Elder; however, renewal of term will coincide with their elder renewal term thereafter.
5. The Fellowship Pastor may resign the position but retain his/her role as an FCA Elder. However, should he/she resign as an FCA Elder, the role as Fellowship Pastor will be deemed to have been resigned also.

D. Remuneration

The funding of the Fellowship Pastor will include the following:

1. **Expense Account:** The Fellowship Pastor will receive an expense account to cover travel, communication and out of pocket expenses incurred in the exercise of the office. A maximum spending limit of the expense account will be set in the annual budget.
2. **Salary:** The Fellowship Pastor shall serve on a stipend negotiated with the Elder Board reflecting his/her anticipated availability and time invested. It must be approved at the Annual General Meeting as part of the budget process.
3. **Accounting:** The Fellowship Pastor may not disperse funds received to any purpose other than the fulfillment of the job description detailed in the Handbook. All receipts and expenditures shall be recorded in an *Income and Expenses Statement*. Receipts should be retained and submitted to the FCA Office with reasonable regularity. All financial transactions will be administered through the FCA office and fall under the reporting structure of the Secretary/Treasurer. Ongoing support and supervision will occur through the regular meetings of the FCA Elder Board, with additional oversight of the FCA membership at the Annual General Meeting.
4. **Proposal and Amendments:** The initial proposal and any subsequent amendments regarding remuneration must be made through the budgeting process and approved by the FCA membership at a duly called Annual General Meeting.

E. Funding

The financial strategy to procure the necessary funding lies with the FCA Elders Board and by extension the FCA member churches and ministers through the annual budgeting process. Funding for the Fellowship Pastor stipend/salary and expenses shall come from the annual dues of churches and ministers and the voluntary offerings of members of the FCA, and from honorariums received from local churches where the Fellowship Pastor ministers.

VIII. MISSIONS' COORDINATOR

A. Ministry Description

The Missions' Coordinator shall:

1. Promote and encourage our FCA missionaries and their sending churches;
2. Work closely with the Eldership Board and with the Fellowship Pastor in preparing materials;
3. Promote FCA Missions during FCA Annual Convention;
4. Facilitate a committee that will compile/produce FCA missions' resources;
5. Create mission policy to assist FCA churches;
6. Maintain a database of churches that are involved in short term missions along with the countries they serve in;
7. Facilitate a day each year at the FCA Annual Convention to focus upon equipping and mentoring for our FCA missionaries;
8. Submit an annual report to the FCA Annual Convention.

B. Appointment and Term of Service

The Missions' Coordinator shall serve a three-year term or as determined at the FCA Annual Convention.

C. Remuneration

The Missions' Coordinator shall serve on a volunteer basis.

SECTION FOUR: FORMS

The forms on the following pages are to be completed and submitted to the Secretary-Treasurer, together with the registration forms of the new minister, church, or Para-church organization. The Secretary-Treasurer will not be able to complete the registration without these completed and signed forms.

- I.** Annual Church Information
- II.** Endorsing Church Report for a New Minister's Registration
- III.** Endorsing Church Report for a Previously Endorsed Minister
- IV.** Endorsing Church report for a New Church Registration
- V.** Initial Request for Church or Para-Church Recognition and listing in the Annual Directory of the FCA
- VI.** Minister's Registration Card



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, PC:

Church Phone:

Fax:

Email:

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.

Name:	Position or Title:	Type of Credentials/Date

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

III. Evangelical Fellowship of Canada

1. Churches now pay an annual FCA registration fee based on 1% of their annual budget which includes them as a member of the Evangelical Fellowship of Canada.

ANNUAL CHURCH INFORMATION

(PAGE 2)

IV. Church Endorsement

1. List all licensed or ordained ministers who are accountable to you as the Endorsing Church. (Ministers do not register themselves directly with the FCA Secretary. Their name must be submitted by an Endorsing Church. Please list all ministers endorsed by you, including ministerial staff from Part II, if applicable.
2. A *Minister's Registration Card* is required for each new minister and for anyone whose information has changed.
3. Indicate which ministers require that the FCA Secretary register them with the Provincial Government for performing of marriages.
4. Indicate which type of credentials are held by the minister, i.e. Ordained or Licensed.

Minister Endorsed	City & Province	Credentials	Register to Perform Marriages
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

V. Signatures of Endorsements

We endorse the above named persons as ministers of the Gospel and express our intent to maintain ongoing relationships of support and spiritual oversight.

Pastor

<i>Church Official</i>	<i>Position</i>
<i>Church Official</i>	<i>Position</i>

VI. Fees

Church Listing	\$	
Minister's Listing	\$	

Complete and return this form to the FCA Secretary

Note: The Initial Listing for a Church or a Para Church Recognition and Listing is required only if this is a first time listing.

Those who renew are just required to complete this form



ENDORISING CHURCH REPORT FOR A NEW MINISTER'S 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 an Endorsing 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 endorsement-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:



ENDORISING CHURCH REPORT FOR A PREVIOUSLY ENDORSED 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 an Endorsing 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 again with the FCA through 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 endorsement-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:

Name of Endorsing Church:

Senior Pastor of Endorsing Church:

Elder(s) of Endorsing Church:

Date:



ENDORISING CHURCH REPORT FOR A NEW CHURCH REGISTRATION

The following procedure must be completed 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 to be admitted:

Name of Elder(s) or Spiritual Leaders to be admitted:

The following steps have been taken prior to Endorsing this church

1. We have consulted the FCA Handbook as to the responsibilities of a Endorsing Church Yes No
2. The pastor(s) and elders/leaders of both churches have met for the purpose of familiarity and endorsement Yes No
3. Our church leaders have visited the new church for a service(s) and familiarity and endorsement 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
6. We, the leaders of this church, have determined that the leaders and congregation of _____ are prepared for official affiliation with the Fellowship of Christian Assemblies. We are willing to assume the endorsement role in supporting this Church as a member of the FCA.

Name of Endorsing Church:

Senior Pastor of Endorsing Church (Print & Sign):

Elder(s) of Endorsing Church (Print and Sign):

Date:



**INITIAL REQUEST FOR CHURCH OR PARA-CHURCH
RECOGNITION AND LISTING IN THE ANNUAL
DIRECTORY OF THE FCA**

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 FCA Secretary in writing.

Three forms are necessary for listing:

1. Initial Request form – required once.
2. Annual Church Information form – required annually.
3. Minister’s Registration Card – required initially and afterwards for updating information.

Requesting Church or Para Church Organization

Full Name of Church _____

Address _____

City Province Postal Code Telephone

Date of Request _____ Date of Incorporation with Province _____

We have established fellowship with other FCA churches and it is our intent to actively participate in the Fellowship.
By signing this registration card we are agreeing to follow the statement of faith and all policies and procedures of the FCA as outlined in the FCA handbook and as listed on the FCA website: www.fcaministers.com/resources/canada

Pastor

Church Official Position

Church Official Position

After completing this section, please send the form to your Endorsing Church

Endorsing Church
(Currently listed in the FCA Directory)

Full Name of Church _____

Address _____

City Province Postal Code Telephone

Date of Request _____ Date of Incorporation with Province _____

We have established fellowship with other FCA churches and it is our intent to actively participate in the Fellowship.
By signing this registration card we are agreeing to follow the statement of faith and all policies and procedures of the FCA as outlined in the FCA handbook and as listed on the FCA website: www.fcaministers.com/resources/canada

Pastor

Church Official Position

Church Official Position

After completing this section, please forward to the FCA Office: 2020 40th Ave, Red Deer, AB, T4R 0T5



MINISTER'S REGISTRATION CARD

Please complete this form and send it to your *Endorsing Church* for signatures. The *Endorsing Church* will then forward it to the FCA office with the proper fee. Please print clearly with ink or type exactly as information should appear in the annual FCA Directory.

Name: _____ Home Phone: (____) _____
Full Given Names *Last Name*

Spouse Name: _____ Cell Phone: (____) _____
First and Last

Home Address: _____ E-mail: _____

City: _____ Province: _____ Postal Code: _____

Title: _____ Position: _____

Birthdate: _____

Serving Church: _____ Church Phone: (____) _____

Full Church address including postal code: _____

Date of Ordination/License or Commissioning: _____

***Please send a copy of your ordination or license certificate along with your application.**

Current provincial marriage license number (if applicable): _____

If you are not currently registered with the provincial government to perform marriages do you wish to be registered? _____

***this request can only be completed if we possess a copy of your ordination or license certificate.**

By signing this registration card I am agreeing to follow the statement of faith and all policies and procedures of the FCA as outlined in the FCA handbook and as listed on the FCA website: www.fcaministers.com/resources/canada

Signature of Minister: _____

ENDORISING CHURCH

Name of Church: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

We endorse the above named person as a (circle one) ORDAINED/LICENSED minister or COMMISSIONED MISSIONARY of the Gospel and express our intent to maintain an ongoing relationship of support and offer of spiritual oversight with him/her.
Please sign and Print the names of each official below:

Pastor: _____

Church Official: _____

Church Official: _____

Addendum
By-Laws
Of
The Fellowship of Christian Assemblies of Canada

*Note: These By-Laws were approved and accepted by Industry Canada
when the Application for Incorporation was submitted in August of 2003*

BY-LAWS OF THE FELLOWSHIP OF CHRISTIAN ASSEMBLIES OF CANADA

The By-Laws of the Fellowship of Christian Assemblies of Canada (hereinafter, FCA) shall serve to aid in carrying out the objectives of the FCA.

PREAMBLE

The FCA (see the above notation) is an association of autonomous local churches whose ministers, missionaries, and leaders are intentionally committed to:

- **Vision**
Our common focus is to expedite the fulfillment of the Great Commission of Jesus Christ.
- **Fellowship**
Relationships unite churches and leaders, provide impetus for mission, and foster an environment wherein trust is developed and vision cast.
- **Ministry**
Cooperative endeavors are advanced locally, regionally, nationally, and internationally through the local churches and their representatives.
- **Accountability**
Organizational structures, cooperative ventures, ministers, missionaries, and leaders are accountable to local FCA church congregations and their leadership.

PURPOSE

The purpose of the FCA is to enable churches to share in mutual Christian care and practical cooperation in carrying out the Great Commission of our Lord Jesus Christ. The FCA is committed to both local church autonomy and inter-church cooperation as biblical norms for ministry.

STATEMENT OF COMMON BELIEFS

WE BELIEVE:

The Bible to be the only inspired, infallible, and authoritative Word of God. (*John 16:13; II Timothy 3:15-17; II Peter 1:21; I Thessalonians 2:13*)

That there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (*Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:18; Luke 3:22; John 14:16*)

In the deity and humanity of our Lord Jesus Christ, (*John 1:1, 14; 20:28-29; Philippians 2:6-11; Isaiah 9:6; Colossians 2:9*)

His virgin birth, (*Matthew 1:18; Luke 1:34-35; Isaiah 7:14*)

His sinless life, (*II Corinthians 5:21; Hebrews 4:15; 7:26-27; I John 3:5; I Peter 2:22*)

His miracles, (*Matthew 4:23; Luke 6:17-19; John 3:2*)

His vicarious and atoning death through His shed blood, (*Colossians 1:14, 20; Romans 5:8-9; Ephesians 1:7*)

His bodily resurrection, (*I Corinthians 15:3-4; Luke 24:4-7, 36-48; Revelation: 1:17-18*)

His ascension to the right hand of the Father, (*Acts 2:33; 5:30-31; I Peter 3:22*)

His personal return in power and in glory. (*Acts 1:11; Philippians 2:9-11; I Thessalonians 1:10; 4:13-18; John 14:1-3*)

That justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit are absolutely essential for the salvation of lost and sinful man. (*Romans 3:24-25; John 3:3-7; I John 5:11-13; Ephesians 2:1-16; Revelation 5:9; Acts 4:23; I Corinthians 6:11*)

That the prime agency for the work of God's Kingdom is the Christian local church functioning under the sovereignty of our Lord Jesus Christ. The church has been entrusted with the ordinances of Believer's Baptism and the Lord's Supper. (*Acts 16:4-5; Matthew 16:18; 28:18-20; Acts 2:41-47; Ephesians 1:22-23; I Corinthians 12; I Corinthians 11:23-26*); and, "the Great Commission" to preach the Gospel, making disciples of all nations, baptizing them in the name of the Father, the Son Jesus Christ, and the Holy Spirit, teaching them to observe all Christ's commands as recorded in the Bible. (*Matthew 28:19-20; Mark 16:15-16; Luke 24:44-49; John 20:21; Acts 1:6-8*).

In the present ministry of the Holy Spirit, which includes: the baptism in the Holy Spirit as a distinct experience from regeneration; His indwelling whereby the Christian is enabled to live a Godly life; His supernatural gifting and empowering of the church for its work, life and worship. (*Luke 24:49; Acts 1:4-8; 2:1- 4; 10:44-46; 1 Corinthians 12, 14*)

In the return of Jesus Christ, to consummate His Kingdom in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation. (*John 5:28-29; Mark 14:62; II Thessalonians 1:2-10; Revelation 1:5-7; 20:4-5, 11-12*)

In the spiritual unity of believers in our Lord Jesus Christ. (*John 17:11; 21-23; Romans 12:4-5; Ephesians 4:11-16*)

PART I: ORGANIZATION OF THE FCA

A. Membership

The FCA Secretary-Treasurer shall keep an up to date registry of member churches and individuals. (See Part III: ORGANIZATION OF THE BOARD). The process for official registration shall be approved by the membership. The voting membership of the FCA consists of:

1. Each church may be represented by 2 delegates. The delegate(s) must be someone other than the voting minister(s) of the church. Delegates to the convention must have a letter of authority from their church.
2. Each para-church ministry may be represented by 1 delegate.
3. Ministers who are members of FCA churches are allowed one vote each.
4. Any member may withdraw from the corporation by delivering to the corporation a written resignation and lodging a copy of the same with the secretary of the corporation.

B. Business Meetings and Representatives

1. Delegates of churches are entitled to vote in FCA Business Meetings provided they have a letter of authorization from their local church.
2. The Annual FCA Business Meeting shall be held at the annual convention on a date, time and place specified at the annual business meeting. Member churches and individuals may submit items and resolutions to the directors for possible inclusion in the agenda no later than 60 days prior to the Business Meeting. Notice of meeting and agenda shall be attempted by email and will be available on the FCA Website no less than 30 days in advance of the annual convention. The agenda shall contain sufficient information (and/or be accompanied by attachments) in order to allow members to arrive at a knowledgeable decision prior to the meeting.
3. The FCA is an incorporated body and its members shall reserve the right to determine policy, conduct business, and refuse to seat delegates due to the request of their church, or incompatibility with FCA Statement of Common Beliefs or policy.

C. Other Meetings

The FCA Directors may call special meetings of the FCA membership with at least 60 days' notice. Such notice shall contain detailed information on the purpose of the special meeting. The business to be transacted at any special meeting shall be limited to the agenda duly communicated to the member churches and individuals referred to in PART I.A.

D. Quorum

A quorum shall consist of a minimum of 25 representatives present at any duly called Business Meeting.

E. Registration Fee

Each member church and individual shall pay an annual registration fee, which shall be approved as part of the FCA budget in a duly called Business Meeting.

F. Rules of Order

Subject to these By-Laws, all meetings of the FCA, the Board, the Executive Committee, commissions, and committees of the Board shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

G. FCA Relationships

1. All FCA boards, committees, and churches shall respect the autonomy of the local church and shall not exercise authority over any member church. They shall however, stand ready to give counsel to any church requesting such help. Local church leadership may request assistance from regional committees to assist in resolving church conflicts, or in the restoration of erring ministers, missionaries, individuals, and churches.
2. Any church and minister within the FCA recognizes and accepts the responsibility to govern itself in a manner of the highest ethical and Biblical standards.
3. The FCA will work in a spirit of love and unity with all believers in our common ministry within the Kingdom of God.

H. FCA Administration, Projects and Programs

1. Each church registered with the FCA serves as a participant in the purpose/practice and financing of the administration of the FCA.
2. Registered churches and individuals have the right to determine their level of participation in FCA ministry projects and programs.
3. The Board of Directors may serve as a sounding board for churches Endorsing projects or missions that require networking and/or provincial or national coordination.

PART II: DIRECTORS OF THE FCA

A. Definitions

The directors of the corporation shall be Chair, Vice-Chair, Secretary-Treasurer, Recording Secretary and the Fellowship Elders. These members shall comprise the FCA Board that will act as the Board of Directors.

B. Signing Officers and Corporate Seal

1. The Chair, Vice-Chair, the Secretary-Treasurer, or any such other person as the Board may designate, shall have, and are hereby granted, authority under their hand and the Corporate Seal of the FCA (designed and approved by the Board, to be kept by the Chair or any other person whom the Board may designate), to make and execute, according to the rules and By-Laws of the said corporation, all proper deeds, transfers, bonds, debentures, mortgages, instruments and enter into contracts approved by the members.
2. Contracts, documents or any instruments in writing requiring the signature of the corporation, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the corporation. The directors shall have power from time to time by resolution to appoint an officer or officers on behalf of the corporation to sign specific contracts, documents and instruments in writing. The directors may give the corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks bonds and other securities of the corporation. These officers shall act in accordance with the powers vested in them by the membership. The seal of the corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the Board of Directors. The Secretary- Treasurer shall have custody of the corporate seal.

C. Terms of Office and Removal from Office

1. A minimum of four Directors shall be elected or affirmed for a term of three years by the members at an annual meeting of members.
2. The directors shall serve without remuneration and no director shall directly or indirectly receive any profit from their position. A director may be paid reasonable expenses incurred by them in the performance of their duties. Nothing herein contained shall be construed to preclude any director from serving the corporation as an officer in any other capacity and receiving compensation there from.
3. Should a director appear to lose the ability to serve the Fellowship, a special meeting of the Board of Directors to assess the support level for the director may be called. Should the committee determine that there is adequate cause for concern regarding the director's ability to continue in this role, a special meeting of the membership may be called for the purpose of a review of this office at the next annual convention of the FCA. The reason(s) for the proposed review shall be clearly communicated to every minister and church delegate of the FCA. The director will require a two-thirds majority of the voting members at this meeting in order to retain this office.

4. The Board of Directors may assume the right to suspend a director from office and appoint an interim director to serve until the following annual meeting. The committee will immediately inform the members of the FCA of this action.
5. Conditions of suspension:
 - Departure from the doctrinal statement of the FCA
 - Moral/integrity failure due to sexual, financial, or relational behavior.
 - Misappropriation of Fellowship funds
 - Abuse of this ministry description
 - Loss of ability to function due to health or other personal issues
 - Persistent violation of the by-laws and/or policies of the FCA Manual

D. Duties

1. The Chair or a designated Vice-Chair shall preside at Business Meetings of the FCA and the Board. The Chair shall also be ex-officio member of all boards, commissions, and committees of the FCA.
2. Each commission (e.g. Congregational Life, Missions, and Ministry) shall be chaired by a designated member of the Board.
3. The Board of Directors shall appoint committees, study groups, task forces, etc., as needed, to serve the FCA.

E. Directors Meetings

1. The Chairman shall call directors meetings as needed. There shall be a minimum of two meetings per year.
2. Notice of meeting shall be given at least fourteen days prior to said meeting.
3. A minimum of three directors must be present.
4. All directors have equal rights to vote at any meeting.

PART III: FINANCES

A. Budget

The FCA budget for the fiscal year shall be adopted at a duly called Annual Business Meeting. Revenues included in the budget are:

1. Annual registration fees paid by each member church and individual.
2. Voluntary contributions.

B. Budget Adjustment

The Board of Directors will review the budget at least quarterly and will adjust expenditures to balance expected income.

C. FCA Budget Priority

1. To accomplish the work of the FCA, the first fiscal objective shall be to meet the FCA administrative budget.
2. The Board of Directors shall coordinate FCA appeals made to local churches in consultation with the national committee.

D. Office of the Secretary-Treasurer

1. All monies for national FCA purposes shall be remitted to the Secretary-Treasurer.
2. The Secretary-Treasurer shall maintain FCA books in accordance with generally accepted accounting procedures.
3. The Secretary-Treasurer shall be responsible to submit regular reports to the Board of Directors.

E. Requisitions and Payments

The Secretary-Treasurer or other designated signatory shall make payments to those entitled to receive them upon the provision of a proper receipt. No payments shall be made for a purpose not provided for in the FCA budget without prior approval by the Board of Directors.

F. Auditors and Audit

The members shall, at each annual meeting, appoint an auditor to audit the accounts and annual financial statements of the corporation for report to the members at the next annual meeting. The auditor shall hold office until the next annual meeting. The directors may replace the auditor in case of his/her resignation or inability to complete the term. The remuneration of the auditor shall be fixed by the Board of Directors.

G. Public Financial Disclosure

The Board of Directors shall provide a copy of financial statements for the last fiscal year to member churches and individuals. In addition, other legitimate enquirers may receive a copy of the same upon a written request addressed to the secretary treasurer.

H. Fiscal Year

The fiscal year for the FCA shall be from January 1 to December 31.

PART VI: MINISTERIAL ORDINATION STANDARDS

Licensing and ordination of ministers is a function of the local church. Recommended FCA guidelines, standards, and procedures will be available upon request.

PART VII: AMENDMENTS

The by-laws of the corporation not embodied in the letters patent may be repealed or amended by by-law, or a new by-law relating to the requirements of subsection 155(2) of the *Canada Corporations Act*, may be enacted by a majority of the directors at a meeting of the Board of Directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the members at a meeting duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.

PART VIII - INDEMNIFICATION

The corporation may indemnify and hold harmless to the full extent permitted by applicable law each person who was or is made party to or is threatened to be made party to or is involved (including without limitation as a witness) in any action or threatened action, suit, or other proceeding, by reason of the fact that he or she is or was an officer, employee, or agent of the corporation, whether the basis of such proceeding is alleged action or omission in an official capacity or in any other capacity while serving as an officer, employee, agent or trustee or in any other capacity, against all expense liability and loss actually or reasonably incurred or suffered by such person in connection therewith. Such indemnification may continue as to a person who has ceased to be an officer, employee, or agent of the corporation and shall inure to the benefit of his or her heirs and personal representatives. Indemnification shall not be provided to any such person should the corporation be prohibited by applicable law, from paying such indemnification. No indemnification shall be provided to any person in respect of any proceeding, whether or not involving action in his or her official capacity, in which he or she shall have been finally adjudged to be liable on the basis of intentional misconduct or knowing violation of law.

Addendum

Minimum Ordination & Licensing Standards

of the

Fellowship of Christian Assemblies of Canada

**Foundational Standards for Licensing and Ordination
of Ministers through Member Churches
of the
Fellowship of Christian Assemblies in Canada**

In order to preserve the identity and the integrity of the ministers and churches of this Fellowship, policy standards for admission for both ministers and churches of the Fellowship are outlined in our Handbook. Our commitment to the autonomy of the local church is both respectful of Biblical principles and sufficiently flexible for the local expression of the Gospel in each church congregation.

The following minimal standards for licensing and ordination are required by the FCA of each licensing/ordaining church. These minimal standards are sufficiently comprehensive in order to support the integrity of Christian ministry, while reflecting the values of this Fellowship.

The equipping ministries of Ephesians 4:11-16 are embodied in people whom God has chosen. They are recognized by the public act of ordination through “the laying on of hands of the presbytery”. These requirements for licensing and ordination are to be included in the policies of the local church. The local church may choose to develop an expanded policy; - but must include the following items.

Criteria for Licensing

1. The candidate must be a baptized believer who confesses to the infilling of the Holy Spirit, membership within their local church, and a divine call to Christian ministry.
2. The candidate must commit to lifestyle & ministry expectations as described in I Timothy 3:1-7; Titus 1:5-9 and I Peter 5:1-11.
3. The candidate’s lifestyle must demonstrate faithfulness to biblical ethics, morality, values, and ongoing spiritual growth.
4. The candidate must subscribe to the statement of beliefs of their home church, and be supportive of the church mission, vision, and values.
5. The candidate must respect the leadership of their home church, and the same leadership must believe in the ministry potential of the candidate.
6. The candidate must have completed a minimum of one year of formal Bible training or a minimum of two years of biblical self-study.
7. The candidate must demonstrate a willing servant spirit by his/her commitment to an active ministry of the church.

Conferring the License

1. In view of the candidate’s qualifications, service, and faithfulness, the church leadership may choose to confer a License to Minister upon one who demonstrates promise of effective ministry.
2. The candidate shall be interviewed by the leadership team of the church via a prepared series of questions and information, which will include biblical doctrine, local church values, and FCA policy.
3. The license shall be conferred upon the candidate with the unanimous decision of the church leadership, or as may be deemed by church policy or by-laws.
4. The church must request an FCA license from the FCA Canadian office. The license will be issued within two weeks of all the necessary information being provided.
5. The license shall be presented to the candidate in a public service.
6. The practice of ministry shall continue under the mentorship of the pastor or appointed leader of the church.
7. The License to Minister may or may not carry with it the privilege of performing marriages, as per policy of the Endorsing Church.

Criteria for Ordination

1. The candidate for Ordination shall have functioned satisfactorily as a licensed minister for a minimum of two years.
2. The candidate shall have completed a minimum of three years of biblical studies through a biblical training institution approved by the local church.
3. In lieu of formal training, the candidate may have completed a minimum of five years of biblical self- study.
4. The candidate shall embrace a call of God to serve in Christian ministry for an indefinite period of time.

Granting and Conferring Ordination

1. The candidate shall submit a treatise on their philosophy of ministry to the leadership team of the church.
2. The candidate shall be interviewed by the leadership team of the church according to a prepared questionnaire and information which will include biblical doctrine, local church values, and FCA policy.
3. The candidate shall require the unanimous support for ordination from the leadership team who shall view the candidate as a Godly and effective minister of the Gospel.
4. The intention to ordain the candidate shall be introduced to the church congregation at least one month prior to the event.
5. The church must request an FCA ordination certificate from the FCA Canadian office. The ordination certificate will be issued within two weeks of all the necessary information being provided.
6. The public ordination service shall be prepared with thought and prayer.
7. The following components shall be included in the ordination service.
 - a. a pastoral address on biblical ordination
 - b. the reading of the ordination charge to the candidate
 - c. the response of the candidate (by way of answered questions or a short message)
 - d. the laying on of hands and commissioning prayer by the church leaders
 - e. the celebration of the ordination by the congregation (either by a congregational time of prayer or worship, a reception line, a coffee fellowship time, or other)

The minister and the Endorsing Church may choose to register the newly-licensed or ordained minister with the Fellowship. The process for this is found on the FCA website at www.fcaministers.com. May the Lord bless and multiply godly leaders among us!