



FAITH CHRISTIAN FELLOWSHIP
INTERNATIONAL

PO BOX 26, BROKEN ARROW, OK 74013 | (918) 492-5800 | INFO@FCF.ORG

2025 FCF CHURCH AFFILIATION RENEWAL

Fill in every blank and complete each question. Please print or type.

Renewal Fee: \$597

I, _____, as Pastor of Faith Christian Fellowship of _____
do hereby apply for renewal of the affiliation of Faith Christian Fellowship of _____
with Faith Christian Fellowship International Church, Inc., in accordance with the documents of the
original affiliation executed on _____.

I do hereby certify that I have been authorized by the governing body of Faith Christian Fellowship of
_____ to execute this application, annual ratification, and renewal.

Faith Christian Fellowship of _____

Name of Church

Signature of Pastor

FCF AFFILIATE CHURCH 2025 RENEWAL QUESTIONNAIRE

To be completed by the Senior Pastor. Please type or print.

CHURCH INFORMATION

FCF of _____

Is the church contact information the same as last year? ☐ Yes ☐ No

If not, what has changed?

FCF CONNECTION

Because we are in covenant together, we count it a privilege to serve you. We also appreciate the ways in which you partner with FCF to help fulfill the vision that God has entrusted to us all.

We are constantly providing ministers and ministries, like yours, with the relationships, resources and services that equip and empower you to walk in your divine destiny. Our reach includes global pastors and leaders as we equip them, too, through relationships, biblical teaching and leadership development. Lives are changed and communities are significantly impacted by the power and presence of God as a result of these endeavors.

Can we count on your regular financial support of FCF International so we can continue to give you and others the very best?

☐ Yes ☐ No

SUPPORTIVE MINISTRY ROLES

Complete section for roles that you have already in your ministry:

Assistant Pastor's Name: _____ Email: _____

Do they hold credentials? ☐ Yes ☐ No If yes, with whom? _____

Executive Pastor's Name: _____ Email: _____

Do they hold credentials? ☐ Yes ☐ No If yes, with whom? _____

Youth Pastor's Name: _____ Email: _____

Do they hold credentials? ☐ Yes ☐ No If yes, with whom? _____

SUPPORTIVE MINISTRY ROLES (CON'T)

Children's Pastor's Name: _____ Email: _____

Do they hold credentials? ☐ Yes ☐ No If yes, with whom? _____

Ministry of Helps Leader Name: _____ Email: _____

Do they hold credentials? ☐ Yes ☐ No If yes, with whom? _____

Administrator Name: _____ Email: _____

Do they hold credentials? ☐ Yes ☐ No If yes, with whom? _____

Worship/Music Name: _____ Email: _____

Do they hold credentials? ☐ Yes ☐ No If yes, with whom? _____

SUCCESSION PLAN

Do you have a succession plan in place? ☐ Yes ☐ No

If so, how have you structured your succession strategy? _____

If no, would you like FCF to assist you in creating a succession plan? ☐ Yes ☐ No

SOCIAL MEDIA

Does your church utilize social media? ☐ Yes ☐ No

What social media platforms do you use? ☐ Facebook ☐ Instagram ☐ Twitter ☐ Pinterest ☐ YouTube ☐ Other

If other, what additional platforms do you use? _____

Does your church go "live" on any Social Media Platforms? ☐ Yes ☐ No

If yes, list the platforms: _____

CHURCH GROWTH

What is the average Sunday morning attendance? _____

What is the average youth attendance? _____ Children's ministry attendance? _____

In 2024, How many people accepted Jesus as their Lord? _____ Received Holy Spirit? _____

CHURCH GROWTH (CON'T)

Did you have a membership/partnership class in 2024? ☐ Yes ☐ No

In 2024, did you invite guest speakers in your church? ☐ Yes ☐ No

If so, who: _____

List any community outreach programs you had in 2024:

What is the best way FCF can assist in your church's future?

☐ Coaching ☐ Consulting ☐ Guest Speaker ☐ Team Building ☐ Leadership Training

☐ Strategic Planning ☐ Other _____

What is the greatest strength of your ministry team?

What is the greatest challenge facing your ministry team?

What is one step your ministry team can take toward addressing that challenge?

Besides prayer, how else might we be able to assist your church?

We want to rejoice with you about the good things God is doing! Was there a breakthrough that your church experienced in 2024? Please share:

Thank you for helping us know more about the people you are serving as pastor.

AFFILIATE CHURCH RENEWAL INSTRUCTION SHEET

MUST BE POSTMARKED BY MARCH 31ST

☐ **WAIVER OF NOTICE OF ANNUAL MEETING OF THE BOARD OF TRUSTEES**

This form is a legally required notice to Board Members of the upcoming Board Meeting for the purpose of the election of officers.

☐ **MINUTES OF ANNUAL MEETING OF THE BOARD OF TRUSTEES**

These are the minutes of the annual Board Meeting for the purpose of the election of officers. **Please note that ALL board members/trustees must be re-elected and listed each year. This meeting is to be held on the first Monday of December unless a different date is unanimously agreed upon by the Board of Trustees.**

Page 2, paragraph 2, "Roll call showed the following to be present" – you must list ALL the trustees/board members (including officers), including those newly elected. If there are not enough lines, double up names on the lines.

Page 2, paragraph 4

"The first order of business related to the election of" – enter the total number of ALL board members/trustees (including officers)

"Whereupon, the following were nominated" – enter ALL the names of the board members/trustees (including officers) serving in the coming year

Page 3, paragraph 2, "elected as officers of" – enter the ministry name in the blank; fill in names of officers in blanks (There must be at least three persons. If one person is secretary/treasurer, enter the same name on both lines.); signatures at bottom of page are the signatures of the same people listed as officers (There must be at least three signatures.)

Page 5, All officer positions must be filled and their names placed beside the proper office title. If one officer holds more than one office (i.e., secretary and treasurer) that individual's name must appear on both lines.

☐ **INSTRUCTIONS FOR HOUSING ALLOWANCE**

This is provided to assist the minister with completion of his/her REQUEST FOR HOUSING/PARSONAGE ALLOWANCE

☐ **BOARD OF DIRECTORS' MINUTES**

These are the minutes of the annual Board Meeting for the purpose of establishing Parsonage Allowance. Each minister requesting parsonage allowance must complete a REQUEST FOR HOUSING/PARSONAGE ALLOWANCE form to be presented to the Board at this meeting. This meeting is to be held on the first Monday of December unless a different date is unanimously agreed upon by the Board of Trustees.

Page 2, "Designation of Housing/Parsonage Allowance" – If more than one minister is presenting a REQUEST FOR HOUSING/PARSONAGE ALLOWANCE form to the board, you will need to **complete a separate copy of this page for each minister**, each one containing the name of one minister and the amount of parsonage allowance he/she is requesting. That minister's REQUEST FOR HOUSING/PARSONAGE ALLOWANCE form (page 3 & 4) should be attached to the page of the minutes referring to his/her request.

☐ **WAIVER OF NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES**



AFFILIATE CHURCH RENEWAL INSTRUCTION SHEET C ON'T

MUST BE POSTMARKED BY MARCH 31ST

☐ **WAIVER OF NOTICE OF ANNUAL MEETING OF THE BOARD OF TRUSTEES**

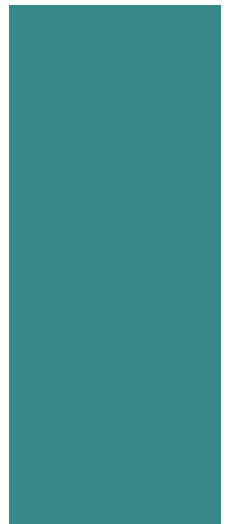
This form is a legally required notice to Board Members of the upcoming Board Meeting for the purpose of the election of officers.

☐ **MINUTES OF SPECIAL MEETING OF THE BOARD OF TRUSTEES**

These forms are to be completed only if it was necessary to call a Board Meeting during the year to deal with some other issue. Each form should be filled out similarly to the earlier listed ANNUAL MEETING OF THE BOARD OF TRUSTEES & WAIVER OF NOTICE OF ANNUAL MEETING OF THE BOARD OF TRUSTEES.

NOTE: If Board members do not all live locally, the meetings may be conducted by telephone. Documents may also be signed by the board member and faxed to you

Previously, we required that your renewal packet be sent to FCF Int'l by January 31st. If the Reconciliation Sheet couldn't be completed at that time, it was to be submitted by March 31st. There is a different timeline this year for the Renewal Packet. Your entire Renewal Packet - with the Reconciliation Sheet - MUST be completed in full and MUST be mailed by March 31st (for the previous calendar year). No item should be sent under separate cover; the packet should be complete and submitted in its entirety. If for some reason you are not able to comply with this deadline, you will need to contact the FCF Int'l Office. Failure to do so could result in the termination of your Affiliate status with FCF and the discontinuation of your tax-exempt status. This will streamline and ease the process for everyone! Thank you for making this adjustment to your beginning-of-year calendar!



PROFIT & LOSS WORKSHEET

Name of Church _____ Report for Year Ending _____

Prepared By _____

Cash in Bank(s) Beginning of Period _____

RECEIPTS:

Offerings _____

Sales _____

Tuition _____

Designations _____

Fees _____

Interest _____

Refunds _____

Loan Proceeds _____

Other (explain) _____

TOTAL RECEIPTS _____

PAYMENTS:

Cash Expenses (pg 2) _____

Liability Principal _____

Asset Purchases _____

TOTAL PAYMENTS _____

Cash in Bank(s) End of Period _____

Explanations or Comments: _____

PROFIT & LOSS WORKSHEET (CON'T)

EXPENSES:

Advertising _____

Air-time _____

Annuity purchases auto _____

Expenses bank charges _____

Building repairs & maintenance _____

Business travel & entertainment _____

Classroom supplies _____

Curriculum materials _____

Computer expenses _____

Contributions _____

Dues, fees & subscriptions _____

Education & training _____

Entertainment & recreation _____

Equipment repairs & maintenance _____

Food & kitchen expenses _____

General & administrative _____

Guest expenses _____

Housing allowance _____

Interest _____

Insurance _____

Insurance - building only _____

Office supplies _____

Parsonage expenses _____

Photography _____

Postage _____

Printing & artwork _____

Professional fees _____

Land lease _____

Royalties _____

Salary & wages - contracts _____

Ministers _____

Employees _____

Scholarships _____

Taxes _____

Telephone _____

Tour travel _____

Utilities _____

Cash expenses _____

Depreciation _____

TOTAL EXPENSES _____

WAIVER OF NOTICE OF ANNUAL MEETING OF THE BOARD OF TRUSTEES OF:

_____ (Church Name)

We, the undersigned, being all the voting members and Trustees of _____ do hereby waive notice of the time, place and purpose of the meeting.

We designate the _____ day of _____, 20____, at _____ o'clock as the time and _____ as the place of said meeting, the purpose thereof being the election of Trustees and Officers for the ensuing year or until their respective successors shall be chosen and shall have qualified.

DATED, This _____ day of _____, 20____,

Board Member/Trustee

Board Member/Trustee

Board Member/Trustee

MINUTES OF ANNUAL MEETING OF THE BOARD OF TRUSTEES OF:

The annual meeting of the Board of Trustees of _____ was held on the _____ day of _____, 20____, at _____ o'clock as the time and _____ as the place of said meeting, the purpose thereof being the election of Trustees and Officers for the ensuing year or until their respective successors shall be chosen and shall have qualified.

Roll call showed the following to be present, in person or by telephone:

_____ acted as Chairman of the meeting and
_____ acted as Secretary of the meeting.

Upon motion duly made, seconded and carried unanimously, the reading of the minutes of the last meeting was waived.

The first order of business related to the election of _____() Trustees to serve as the Board of Trustees of this Corporation for the next ensuing year or until their successors are chosen and qualified. Whereupon, the following were nominated:

Motion was made and seconded that the nominations cease and that a unanimous ballot be cast for the candidates. Vote being had thereon and being unanimous, the Chairman declared said Trustees so elected.

The second order of business related to the election of Officers of the Corporation. Upon motion duly made, seconded and unanimously approved, the following were elected as Officers of: _____

Motion was made and seconded that the nominations cease and that a unanimous ballot be cast for the candidates. Vote being had thereon and being unanimous, the Chairman declared said Trustees so elected.

The second order of business related to the election of Officers of the Corporation. Upon motion duly made, seconded and unanimously approved, the following were elected as Officers of:

- _____ President
- _____ Vice-President
- _____ Secretary
- _____ Treasurer

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

DATED, This _____ day of _____, 20____,

Board Member/Trustee

Board Member/Trustee

Board Member/Trustee

Secretary

INSTRUCTIONS FOR HOUSING ALLOWANCE

The Internal Revenue Service has taken the position that the housing allowance is limited to the Fair Market Rental Value or the Mortgage Payments, whichever is LESS. Thus, if a minister's mortgage payment is \$750 a month but the rental value of the same house is \$500 a month only \$500 could be claimed.

There have been rumors that the IRS would accept 1% of the value of a house as a fair market rental value for one month. This was flatly rejected during an IRS audit, which would seem to indicate that a minister is responsible to "prove" the amount taken does not exceed the fair market value. I recommend obtaining either an appraisal or newspaper ads, which demonstrate similar houses for rent at a given price.

Also rejected, during the audit, was the down payment of the home on the basis that the amount exceeded the fair market rental value. Down payments can only be included when the down payment AND the remaining amount taken as housing allowance does not exceed the fair market value for the taxable year.

The furniture expense is to be treated in the same manner for the housing allowance. A minister may include the lesser of the actual expenses for the year or the fair market rental value of the furniture, whichever is less. Also included in the housing allowance are the utility bills, which includes the telephone bill excluding, of course, long distance personal calls.

Also included in the housing allowance are the utility bills, which includes the telephone bill excluding, of course, long distance personal calls.

Remember to have your organization's Compensation Board recommend the housing allowance to the full Church Board for action in advance of any payments and to take a deduction for any mortgage interest you paid (Rev. Ruling 83-3 has been reversed by the tax law passed in 1986).

BOARD OF DIRECTORS' MINUTES

Designation of Housing/Parsonage Allowance

A meeting of the _____ Board of Directors was held on the day and year last set forth below, pursuant to notice thereof. It was determined that a quorum was present and the following piece of corporate business was transacted.

Under the provisions of federal income tax law, a minister of the Gospel is not subject to federal income tax on the "Housing/Parsonage Allowance" paid to him as part of his compensation to the extent that it is used by him to rent, buy or maintain a home.

The minister, _____, presented to the Board a request for housing/parsonage allowance, which is attached hereto as Exhibit "A" incorporated herein by this reference as if set forth in full. After full and complete discussion, upon motion duly made, seconded and unanimously carried the following resolution was adopted:

RESOLUTION

BE IT RESOLVED, That until further notice or change, based on the minister's estimate of his home expenses, it is agreed to officially designate \$_____ of the minister's total cash salary as housing/parsonage allowance. Any and all other cash remuneration to the minister shall be designated as salary or reimbursable expense as the case may be. This designation of housing/parsonage allowance is made pursuant to Internal Revenue Code Section 107 and the regulations thereunder.

DATED, This _____ day of _____, 20____,

Chairman of the Board/Secretary

MINUTES OF ANNUAL MEETING OF THE COMPENSATION BOARD OF _____

The annual meeting of the Board of Trustees of _____ was held on the _____ day of _____, 20____, at _____ o'clock as the time and _____ as the place of said meeting pursuant to notice or waiver thereof for the purpose of the election of Roll call showed the following to be present, in person or by telephone:

_____	_____
_____	_____
_____	_____

The first order of business related to the present housing allowance and salary for Rev. _____

The review of the present was compared to the _____ and based upon the _____

WHEREAS, the committee desire to recommend a Compensation Package for the year _____ not to exceed \$_____ dollars excluding any bonuses or gifts of appreciation, of this Compensation Package, \$_____ dollars is designated as Housing Allowance. The remainder of the Compensation Package includes Salary, Insurance (medical and Life, Retirement.

UPON MOTION duly made, seconded and upon approval by the affixed signatures below unanimously carried, it was resolved that the Compensation Board approve the Compensation Package for 20____.

The second order of business related to future adjustments and review of staff compensation packages. The next review date was scheduled for _____, 20 ____ unless new staff is added prior to that date.

UPON MOTION duly made, it was seconded and upon approval by the affixed signatures below unanimously carried, it was resolved that the next review be in _____, 20 ____ unless new staff is added prior to that date.

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

DATED, This _____ day of _____, 20 ____.

Secretary

Chairman

REQUEST FOR HOUSING/PARSONAGE ALLOWANCE

Year: _____

To: Board of Directors

Church/Ministry: _____

From: _____, Minister of the Gospel

Please accept this as my request for a housing/parsonage designation allowance amounting to \$ _____ for the year. This request is made pursuant to Internal Revenue Code Section 107 and I represent that I am qualified, pursuant to said section and the regulations thereunder, to receive the same.

Estimated for the year

I. Actual Mortgage/Rent Payments	_____
II. Fair Rental Value of Home	_____
III. Lesser Amount of I and II above	_____
IV. Actual Expenses for House	
a. Taxes	
1. Real Estate	_____
2. Personal Property	_____
3. _____	_____
b. Insurance	
1. Fire	_____
2. Homeowners Liability	_____
3. _____	_____
c. Home:	
1. Maintenance/Repairs	_____
2. Lawn/Grounds Maintenance	_____
3. Home Improvements	_____
4. New Garage/Sidewalk/Landscaping	_____
5. _____	_____
6. _____	_____

Includable Expenses

a. Utilities:

1. Electricity _____
2. Gas _____
3. Water/Sewer _____
4. Trash Collection _____
5. Telephone _____
6. _____
7. _____

Total of Item IV \$ _____

V. Actual Furniture Expenses

a. Appliances:

1. Oven _____
2. Refrigerator _____
3. Repairs _____
4. _____
5. _____

a. Furniture:

1. Television _____
2. Sofa _____
3. Repairs _____
4. _____
5. _____

Total of Item V \$ _____

VI. Fair Rental Value of furniture \$ _____

VII. Lesser Amount of V and VI \$ _____

GRAND TOTAL (III, IV, VII) \$ _____

I also agree to be personally and solely responsible for the calculation and payment of all Federal Income tax, State Income Tax, and Self-employment/ Social Security Taxes owed by me.

Minister's Approval

Date

NOTE: Expenses incurred to maintain a minister's home are eligible for housing allowance. All expenses for food and servants are specifically excluded from housing allowance. Unused excess allowances are taxed.

NOTE

ONLY use the following Waiver of Notice of **SPECIAL** Board Meeting and Board Meeting Minutes of **SPECIAL** meeting if it was necessary to call a Board Meeting during the year to deal with some other issue.

Each form should be filled out similarly to the earlier listed "*ANNUAL MEETING OF THE BOARD OF TRUSTEES*" & "*WAIVER OF NOTICE OF ANNUAL MEETING OF THE BOARD OF TRUSTEES*".

WAIVER OF NOTICE OF SPECIAL MEETING OF THE BOARD OF TRUSTEES OF

We, the undersigned, being all the voting members and Trustees of _____ do hereby waive notice of the time, place and purpose of the meeting.

We designate the _____ day of _____, 20____, at _____ o'clock as the time and _____ as the place of said meeting, the purpose thereof being to _____

_____.

DATED, This _____ day of _____, 20____.

Board Member/Trustee

Board Member/Trustee

Board Member/Trustee

MINUTES OF SPECIAL MEETING OF THE BOARD OF TRUSTEES OF

A special meeting of the Board of Trustees of _____ was held on the _____ day of _____, 20____, at the corporate offices pursuant to notice or waiver thereof, the purpose thereof being to _____

Roll call showed the following to be present, in person or by telephone/video call:

_____	_____
_____	_____
_____	_____

The first order of business related to the _____

_____.

Whereas, the corporation desires to _____
_____; therefore,

UPON MOTION duly made, seconded and unanimously carried, it was resolved that the corporation should _____

_____.

The second order of business related to the _____
_____.

WHEREAS, the corporation desires to _____

_____ ; therefore,

UPON MOTION duly made, seconded and unanimously carried, it was resolved that the corporation should _____

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

DATED, This _____ day of _____, 20____,

Board Member/Trustee

Board Member/Trustee

Board Member/Trustee

Secretary