



## 2025 FCF MINISTRY AFFILIATION RENEWAL

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

Renewal Fee: \$597

*This FCF Affiliate Renewal MUST be completed in full and MUST be mailed no later than March 31, 2025. If, for some reason, you are not able to comply with this deadline, you MUST 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 the of your tax-exempt status.*

I, \_\_\_\_\_, as President of (ministry name) \_\_\_\_\_  
do hereby apply for renewal of the affiliation of \_\_\_\_\_ with Faith  
Christian Fellowship International Church, Inc., in accordance with the documents of the original affilia-  
tion executed on \_\_\_\_\_.

I do hereby certify that I have been authorized by the governing body of (ministry name) \_\_\_\_\_  
\_\_\_\_\_ to execute this application, annual ratification, and renewal.

\_\_\_\_\_  
Ministry Name

\_\_\_\_\_  
Signature of President

# FCF AFFILIATE MINISTRY 2025 RENEWAL QUESTIONNAIRE

Please type or print.

## MINISTRY INFORMATION

Ministry Name: \_\_\_\_\_

Is the ministry 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

## SOCIAL MEDIA

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

If yes, list the platforms: \_\_\_\_\_

## MINISTRY ACTIVITY

How would you classify your ministry? \_\_\_\_\_

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How often did you travel in 2024? \_\_\_\_\_

Give an example of something inspiring that happened while ministering in 2024 \_\_\_\_\_

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How many churches did you minister in during 2024, in person or virtually: \_\_\_\_\_ Did

you experience any healings while ministering in 2024?  Yes  No

Did you lead anyone to Christ in 2024?  Yes  No

Did you pray with anyone to receive the infilling of the Holy Spirit in 2024?  Yes  No

Did you connect anyone with a local church in 2024?  Yes  No

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

Coaching  Consulting  Guest Speaker  Team Building  Leadership Training

Strategic Planning  Prayer  Other \_\_\_\_\_

What is the greatest strength of your ministry?

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What is the greatest challenge facing your ministry?

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What is one step you can take toward addressing that challenge?

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How might we target our prayers for your ministry?

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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:

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**Thank you for helping us know more about the people you are serving as pastor. Please let us know how we can help you continue to fulfill the vision and call God has given you.**

# AFFILIATE MINISTRY RENEWAL INSTRUCTION SHEET

*MUST BE POSTMARKED BY MARCH 31ST*

**NOTE: If you are an Affiliate Ministry required by law to file an IRS Form 990, a copy of this form must accompany your renewal when mailed to FCF. If your evangelistic ministry has annual gross receipts not normally in excess of \$25,000 you are not required to file this annual informational form.**

## **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 MINISTRY RENEWAL INSTRUCTION SHEET (CON'T)

*MUST BE POSTMARKED BY MARCH 31ST*

### 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 Evangelic Ministry \_\_\_\_\_ 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 (pg2) \_\_\_\_\_

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 \_\_\_\_\_

Publishing costs \_\_\_\_\_

Resale items \_\_\_\_\_

Recording materials \_\_\_\_\_

Refunds \_\_\_\_\_

Rental items \_\_\_\_\_

Rental - building only \_\_\_\_\_

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:

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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\_\_\_\_,

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**Board Member/Trustee**

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**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, pursuant to notice or waiver thereof for the purpose of 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: \_\_\_\_\_

\_\_\_\_\_ 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.

	<u>Estimated for the year</u>
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.

PREPARED BY: Thomas J. Winters, Attorney  
2448 E 81st Street, Suite 5900, Tulsa, OK 74137  
Phone (918) 494-6868 | Fax (918) 491-6297

# 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

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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 \_\_\_\_.

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**Board Member/Trustee**

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**Board Member/Trustee**

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**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**