

Application for Ordination and Ministry Affiliation

Welcome to the application process!

We are honored and excited to walk alongside you as you pursue God's calling on your life. This application packet is designed for those seeking both Ordination and Affiliate Ministry status, and we celebrate this step of faith and commitment to advancing the Kingdom!

Since these are two distinct processes happening simultaneously, you will find separate applications for each. While they will be reviewed together, each requires specific documentation—such as recommendations, vision statements, and other materials—to be submitted in full before the process can begin.

The total cost for both Ordination and Affiliate Ministry status is \$2,997. A minimum payment of \$500 is required at the time you submit your applications, but please note that we cannot proceed with the legal paperwork through our attorney until the full amount has been paid.

If you have any questions or need assistance, please don't hesitate to contact our office. We are here to support and guide you through this process, and we look forward to seeing how God continues to use you for His glory!

Faith Christian Fellowship International

info@fcf.org

918-492-5800



APPLICATION REQUIREMENTS

LICENSING REQUIREMENTS:

- Must be at least 21 years of age
- Must be called of God to minister (Ephesians 4:11)
- Must be involved in the ministry
- Must have completed high school, or equivalent diploma
- Must agree with FCF International Tenets of Faith
- Each calendar year, Continuing Education Units (CEUs) need to be acquired before credentials are renewed with FCF

ORDINATION REQUIREMENTS:

- Must be at least 23 years of age
- Must be called of God to minister (Ephesians 4:11)
- Must be involved in the ministry
 - A. Two years of college or formal Bible training
 - B. Two years in active full-time ministry
 - C. A combination of the above, totaling two years
- Must agree with FCF International Tenets of Faith
- Must complete the entrance exam
- Each calendar year, Continuing Education Units (CEUs) need to be acquired before credentials are renewed with FCF

Please return completed packet with application fee to the following address: PO BOX 26, Broken Arrow, OK 74013 or via email: Info@fcf.org

APPLICATION CHECKLIST

Action will not be taken on any application until the fee and completed forms have been returned to the above mailing or email address.
All completed application packets must include the following:

- Application form
- Recent passport-size photograph
- Application fee of \$397.00
- Authorization for Criminal records check
- Recommendation from a person who has known your ministry for two years
- Recommendation from your pastor or someone who has known you and your ministry for two years.
- Minister's Agreement to be signed after reading the FCF Tenets of Faith
- Statement of Ministry
- A detailed, **typed** resume, containing education, employment and ministry history
- Completed Entrance Exam

APPLICATION PROCESS

1. The ordination process is not complete until hands have been laid on the applicant at an authorized ordination.
2. After the completed application has been received and reviewed, a telephone interview will take place. Following the interview, the application will receive a final review for approval. (this can take up to 60 days)
3. Ordination recognizes and confers upon approved applicants all the rights and privileges of ministry, including the authority to solemnize marriages, conduct communion, baptisms, burials, and other forms of religious worship and ministerial functions in accordance with the Tenets of Faith of FCF International. To perform marriages the applicant must comply with state and local laws.

ANNUAL RENEWAL PROCESS

1. All credentials expire annually on the first day of January. The Renewal fee is \$247.00.
 2. Completed renewal forms and renewal fee need to be sent to the FCF International Office in Tulsa and are due on or post-marked before December 31st to avoid a late fee.
 3. A late fee of \$50.00 will be applied to all renewals postmarked after December 31st and will not be processed until the late fee is paid.
 4. Ministers whose application is approved in the last quarter of the year will not pay a renewal fee for the following year.
 5. Credentialed married couples must each complete their own renewal form and fee. (Discount for couples)
 6. Renewal forms will be made available on the FCF International website www.fcf.org starting September 1st.
 7. Ministers whose renewals are not received by FCF International before April 1 will be placed on the inactive list and required to return their certificates
 8. Ministers are to complete assigned Continuing Education Units.
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VISION STATEMENT

We are the Premier Faith Leadership Organization! No one should do Ministry alone.

MISSION STATEMENT

We are a global family of churches and leaders who are committed to a Spirit-filled life of faith. Through meaningful relationships we provide support and direction so leaders can thrive and walk in their destinies.

CORE VALUES

1. Help people succeed
2. Allow freedom in the Holy Spirit
3. Emphasize family
4. Live a life of faith
5. Practice continuous improvement



CORE VALUES DEFINED

Help people succeed

- We help people succeed by fostering healthy, life-giving relationships, and by providing coaching and resources so they can fulfill God's plan.
- Philippians 2:4 · Proverbs 3:27 · Hebrews 6:10 · 1 Thessalonians 5:11

Allow freedom in the Holy Spirit

- Our lives provide a welcoming atmosphere through which the Holy Spirit can be expressed.
- The account, testimony, and example of the early Church as recorded in the book of Acts – the outward manifestations and work of the Holy Spirit were commonplace and the expected norm.
- 1 Corinthians 14:1 | 1 Corinthians 14:12 | Mark 16:20


Emphasize family

- Family refers to individual family units as well as the global FCF family as a whole. We foster healthy relationships based on God's love. The family is a safe place that provides a sense of belonging and connectedness.
- Emphasizing family includes the spiritual and natural encouragement of one another and providing mutual care and help for each other.
- We believe the following adage accurately describes our approach to emphasizing family:
 - Healthy leader
 - Healthy family
 - Healthy church
- Individual families Ephesians 6:1-4 · Proverbs 23:24 · Deuteronomy 6:6-7 · 2 Chronicles 20:13
- The FCF Family Galatians 6:10 · Hebrews 13:1 · 1 Timothy 3:15 · Ephesians 2:19-22

Live a life of faith

- Ephesians 2:8-9 · Proverbs 3:5 · 1 Corinthian 2:5 · Mark 11:22 – 24
- We are devoted to a lifestyle of responding to the grace of God through believing and proclaiming.
- Through a vibrant relationship with God through His Son, we live according to who we are in Christ by the enabling power of the Holy Spirit. We whole-heartedly place our trust in God and His Word as we bring the gospel of Jesus Christ to others.
- Ephesians 2:8-9 | Proverbs 3:5 | 1 Corinthians 2:5 | Mark 11:22-24

Practice continuous improvement

- We relentlessly pursue constant learning, growth, and development because of their dynamic impact on us (personally), the processes we utilize, and our organization as a whole.
 - 2 Peter 3:18 | 1 Corinthians 15:58 | Colossians 3:23-24 | Philippians 3:13-14
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TENETS OF FAITH

- The program and activities of Faith Christian Fellowship International shall be based upon and always shall be consistent with the following beliefs:
- The Bible is God's Word to all people. The Bible in its entirety is the inspired Word of God and the infallible rule of faith and conduct.
- There is one God manifested in three persons: God the Father, Son, and Holy Spirit.
- Satan has power over those who have not accepted the gift of salvation.
- God is all powerful, all knowing, ever present, unchanging, completely worthy of our trust, and above all, Holy. It is in Him that we live, move, and exist. God is good. He is our Father. He is loving, compassionate, and faithful to His people and His promises.
- Jesus Christ is the only begotten Son of God, He was conceived of the Holy Spirit, born of the Virgin Mary, was crucified, died, was buried, was resurrected, ascended into Heaven, is now seated at the right hand of God the Father, and is true God and true man.
- We believe in the baptism in the Holy Spirit given at Pentecost. He is the promise of the Father for all believers as a definite endowment of power for service. The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the Church.
- The resurrection of the dead, the eternal life of the saved, and the eternal punishment of the lost.
- Personal salvation of believers through the shed blood of Jesus Christ.
- Sanctification through the Word of God and by the Holy Spirit in personal holiness, purity of heart and life.
- Divine healing, through faith in the Name of Jesus Christ and that healing is included in His redemptive work.
- The soon-coming personal return of the Lord Jesus Christ.





LICENSE & ORDINATION APPLICATION

Please include a photo and a resume (complete education, employment, and ministry history) with this application. If you are credentialed with other organizations, include copies of certificates with the resume.



APPLICATION FEE: \$397.00 application fee

I am applying for (choose one): Licensing Ordination

PERSONAL INFORMATION (Please Print or Type)

Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ DOB: _____

Street Address: _____

Cell Phone: _____ Work Phone: _____

Do you want your information included in our directory? (only made available to current members) Yes No

Preferred Contact Method? Text Email Phone Mail Are you a citizen or legal resident? Yes No

Date you were born again: _____ Date you were filled with the Holy Spirit: _____

Are you: Single Married Divorced Widowed

Spouse's Name: _____ Spouse's DOB: _____ Anniversary: _____

PREVIOUS MINISTERIAL EXPERIENCE

Name of Organization: _____ Start Date: _____ End Date: _____

Type of Credential: License Ordination

Description of previous ministerial experience:

Have you ever had any civil or criminal proceedings against you? Yes No *If yes, please explain on a separate sheet of paper.*

What is the best way FCF can maintain a relationship with you? Meetings Calls Emails Other

Which area in your personal life has the greatest need? _____

And in your ministry? _____

PRESENT MINISTRY INFORMATION

With what other ministerial organization (if any) do you currently hold credentials?

Name of Organization: _____

Type of credential: License Ordination

Name, address and telephone number of the ministry in which you are working:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____ Website: _____

Size of congregation (if this is a church): _____

Are you currently in an officially recognized ministerial position? Yes No

Present primary field of ministry. Check One:

- | | | | |
|---------------------------------------|---|--|----------------------------------|
| <input type="checkbox"/> Pastor | <input type="checkbox"/> Youth Minister | <input type="checkbox"/> Administrator | <input type="checkbox"/> Helps |
| <input type="checkbox"/> Asst. Pastor | <input type="checkbox"/> Children's Minister | <input type="checkbox"/> Music | <input type="checkbox"/> Teacher |
| <input type="checkbox"/> Evangelist | <input type="checkbox"/> Other, please describe | | |

Are you: Full-Time Part-Time

What are your current ministry responsibilities?

Your Pastor's Name: _____ Church Name: _____

Church Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____ Website: _____

Describe the call of God on your life and the vision for accomplishing this.

Have you ever personally been involved in a church split? Yes No *If yes, please explain on a separate sheet of paper.*

INVOLVED IN ANY WORK OUTSIDE THE MINISTRY? PLEASE ANSWER THE FOLLOWING:

In what type of employment are you involved in? _____

How many hours per week do you work at this job? _____

Do you plan to attend an FCF Conference in the future? Yes No

Are you or your ministry interested in financially contributing to the global vision of FCF? Yes No

IF YOU ARE A SENIOR PASTOR, PLEASE ANSWER THE FOLLOWING QUESTIONS:

Did you: Start the Church Take an existing work Other Explain other: _____

Date of first service: _____ Length of time in this pastorate: _____

Why have you chosen FCF International for ministerial credentials?

We love to serve you and network with other ministers. Would you like to schedule a time to have one of our FCF leaders to come and speak in your church? Yes No

SIGNATURE

I certify that this application is filled out honestly and to the best of my ability.

Signature

Date



AUTHORIZATION FOR CRIMINAL RECORDS CHECK

I, _____, hereby authorize Faith Christian Fellowship International Church to have the following background check screening reports processed through the agency contacted by the church and/or its agent or representative for employment or volunteer purposes: Application Verification, National Criminal Report, Sexual Abuse Registry and County Court Report.

I am aware that the background check screening report I consent to have prepared may include information obtained from a variety of sources, including but not limited to government agencies, and others. I am aware that I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to Faith Christian Fellowship International Church within a reasonable time after I execute this authorization.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

PLEASE PRINT

Full Name: _____

All other names that have been used (ex: Maiden Name):

Social Security Number: _____

DOB: _____ State of Birth: _____ Gender: Female Male

Address: _____

City/State/Zip: _____ County: _____





MINISTER'S AGREEMENT

I am in accord with all the Tenets of Faith, vision, mission, core values and the credentialing requirements of Faith Christian Fellowship International Church, Inc. I will always conduct myself in a manner becoming to Christ Jesus and His Kingdom; in word, in spirit, and in conversation. I will never give cause for accusations to be made against me in conduct of my personal affairs or public ministry. I am willing to accept counsel and advice from Faith Christian Fellowship International, submitting myself in love, understanding that Faith Christian Fellowship International has the authority to revoke my ministerial rights and privileges if my conduct becomes reproachful.

Philippians 2:4 | Proverbs 3:27 | Hebrews 6:10 | 1 Thessalonians 5:11

Signature

Date



STATEMENT OF MINISTRY

Complete this form to establish that you will be, or currently are, involved in ministry

IMPORTANT INFORMATION:

If you, the applicant, are a senior pastor or president of a ministry, check here and proceed directly to Section Two. Complete Section Two for yourself.

If you, the applicant, are in any other ministry position, Section One and Section Two are to be completed by the person directly responsible for your involvement in the ministry, i.e., the president of a ministry, the pastor of a church, etc.

Section One:

_____ (applicant's name) will be

working with us in the following capacity: *(Please be as detailed as possible)*

Section Two:

Effective on the following date: _____

Name (please print): _____ Phone: _____

Organization: _____ Position: _____

Address: _____

City/State/Zip: _____

Signature

Date

ASSESSMENT

The following section is an assessment as well as a self-evaluation. The FCF Tenets of Faith are laid out for you to read. The Word of God asks, "Can two walk together, except they be agreed?" Amos 3:3. As an Ordination applicant you need to know what we believe and we need to know what you believe. Then, when we are in agreement, we can walk together. You will need to write a paragraph explaining your belief and stand on each point, including a scriptural reference. This assessment will need to be submitted along with the other required elements of the Ordination Application.

1. The Bible is God's Word to all people. The Bible in its entirety is the inspired Word of God and the infallible rule of faith and conduct.

2. There is one God manifested in three persons: God the Father, Son, and Holy Spirit.

3. Satan has power over those who have not accepted the gift of salvation.

4. God is all powerful, all knowing, ever present, unchanging, completely worthy of our trust, and above all, Holy. It is in Him that we live, move, and exist. God is good. He is our Father. He is loving, compassionate, and faithful to His people and His promises.

5. Jesus Christ is the only begotten Son of God, He was conceived of the Holy Spirit, born of the Virgin Mary, was crucified, died, was buried, was resurrected, ascended into Heaven, is now seated at the right hand of God the Father, and is true God and true man.



6. We believe in the baptism in the Holy Spirit given at Pentecost. He is the promise of the Father for all believers as a definite endowment of power for service. The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the Church.

7. The resurrection of the dead, the eternal life of the saved, and the eternal punishment of the lost.

8. Personal salvation of believers through the shed blood of Jesus Christ.

9. Sanctification through the Word of God and by the Holy Spirit in personal holiness, purity of heart and life.

10. Divine healing, through faith in the Name of Jesus Christ, and that healing is included in His redemptive work.

11. The soon-coming personal return of the Lord Jesus Christ.



RECOMMENDATIONS

In 1 Timothy 3:1-7 it describes the qualifications of those who serve as “overseers” in the body of Christ. These qualities focus on strong character and ministry experience. In addition to the Bible’s standards of what an “overseer” should be, we also believe that accountability is the safeguard for your integrity. Because of this, we ask for two people to complete the Recommendation Forms before we can process your application for Licensing or Ordination. The recommendations we receive will be two more affirmations of your readiness to take this important step in ministry and serve as endorsements to us that you are equipped for this spiritual responsibility.

The persons doing the recommendation should know and recognize the call of God on your life. One recommendation form should be completed by someone who knows you on a personal level (a friend, co-worker, or a non-immediate family member). The other recommendation form should be filled out by your pastor or a member of your church’s pastoral staff. We believe in the importance of the local Church and the role it plays in every believer’s life. Your pastor(s) are on the front-lines of your life, both spiritually and naturally. They will be the ones who attest that your personal qualities, character, and spiritual gifts are suitable for an ordained ministry. They will also demonstrate an understanding of your leadership role in the life of the church, style of ministry, and personal and vocational goals. We believe they are the strongest voice to commend you and that you have shown evidence of the calling, qualification, and authority found in Scripture.

The recommendation forms need to be submitted by the person doing the recommendation and sent directly to FCF Int’l office via standard mail or email.

LICENSING VS. ORDINATION

WHAT’S THE DIFFERENCE

In plain legal terms, if you are licensed you can bury someone and if you are ordained you can bury AND marry someone. However, through our processes here at FCF the easiest way to communicate the difference is as follows:

LICENSING OVERVIEW: If you are pursuing being licensed and meet the aforementioned criteria, you know you have a call of God on your life but are still delineating what exactly you are called to and the how-tos.

ORDINATION OVERVIEW: If you are pursuing ordination and meet the aforementioned criteria, you know what specifically God has called you to do and are actively pursuing a plan of identified steps or continuing on in an already established ministry, church or organization.



RECOMMENDATION FOR CREDENTIAL

Please type or print

Name of Applicant: _____

The above-named person is applying for Ordination with Faith Christian Fellowship International. The questions listed below should be answered honestly and completely, for serious consideration will be given to your answers.

Our files are confidential so please complete this form to the best of your ability. Then, return it to our office at PO BOX 26, Broken Arrow, OK 74103 or email to info@fcf.org. Thank you.

1. How long have you known the applicant? _____

2. Do you feel you know the applicant well enough to evaluate his/her eligibility for License Credentials? Yes No

3. What is your relationship to the applicant? Friend Pastor Other Is your relationship: Casual Intimate Professional

4. In your opinion, does the applicant exhibit a call to the ministry? Yes No Do not know

Explain your answer: _____

5. Is the applicant currently involved in active ministry? Yes No Do not know

6. Does the applicant have the trust and respect of fellow Christians? Yes No Do not know

7. Pulpit Experience/Preaching and Teaching

- Well-experienced
- Light experience
- No experience
- Do not know

8. Work habits (in the ministry)

- Very industrious; does more than required
- Satisfactory
- Enough to get by
- Does less than expected

9. Ability to withstand pressure

- Tolerates pressure well
- Average tolerance/usually remains calm
- Easily irritated
- Cannot handle pressure
- Do not know

10. Personal organization

- Conscientious, tidy, clean
- Fairly neat
- Tends to be disorderly
- Disorderly and untidy
- Do not know

11. Response/attitude toward authority

- Helpful and cooperative
- Usually responsive
- Resentful of authority
- Not cooperative/very resentful
- Do not know

12. Marriage and Family

- Attentive to spouse and children
- Spouse/children take a back seat to work/ministry
- Neglects spouse and children
- Do not know

13. Emotional Stability

- Self-controlled and mature
- Usually stable
- Moody and changeable
- Many uncontrolled periods/unstable

14. To your knowledge is the applicant currently involved in any heresy? Yes No

If yes, explain: _____

15. Does the applicant demonstrate all the following: positive attitude, sincere love for people, emotional stability, spiritual maturity, and commitment? Yes No

16. In what ministerial position(s) within the local church is the applicant presently serving?

17. Explain why the applicant should or should not be licensed through Faith Christian Fellowship International.

LICENSING OVERVIEW: Legally can bury, applicant knows that they have a call of God on their life but are still delineating what exactly they are called to and all of the how-tos.

ORDINATION OVERVIEW: Legally can marry and bury, applicant knows what specifically God has called you to do and are actively pursuing a plan of identified steps or continuing on in an already established ministry, church or organization.

I recommend the applicant for License: Yes Yes, with reservations No *if no, please explain in separate area*

I recommend the applicant for Ordination: Yes Yes, with reservations No *if no, please explain in separate area*

Name: (please print) _____

Signature: _____

Address: _____

City/State/Zip _____ Telephone _____

Email _____

If you are a credentialed minister, please complete the following:

Ministry Name: _____

Your position: _____

Organization you are credentialed with _____

Year of credentialing _____

Our files are confidential so please complete this form to the best of your ability, then return it to our office at PO BOX 26, Broken Arrow, OK 74013. Thank you.



AFFILIATE MINISTRY APPLICATION

When Faith Christian Fellowship was first established the vision seemed so big, but God promised to join together able and cunning workmen; skilled and committed to the vision. We believe you are part of the family that was described by God!

We know that each ministry will look different in varied locations, peoples, and callings, however it is our desire to connect relationally with you, equipping you to achieve the vision God has given.

With our Affiliate and Associate Programs, we provide a legal and spiritual covering to ministries, taking out all of the guess work and providing them with practical tools like access to legal help, a 501c3 umbrella (so you don't have to have your own), plug and play forms, accountability, as well as a host of other resources to help you be a success. We look forward to pioneering together with you!

Please read the following Affiliation Requirements and complete the application.

Return the completed application to:

FCF International
PO Box 26
Broken Arrow, OK 74013

APPLICATION REQUIREMENTS

1. The president (typically the senior pastor) of an FCF Affiliate Ministry must be ordained with FCF Int'l
 2. Must submit a fee of \$2997 with the completed application.
 3. Must operate exclusively for charitable, religious and educational purposes and maintain tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954.
 4. Must operate within the meaning of Section 170(b)(1)(A)(i) of the Internal Revenue Code. This Section simply says that the corporation must function as a church.
 5. Must agree with the FCF Int'l Church Tenets of Faith.
 6. Must incorporate under the FCF Int'l Group Exemption. The Articles and By Laws have been copyrighted for FCF and will be provided upon initial approval of the application.
 7. Must complete the Affiliation Documents that will be provided upon initial approval of the application. The Documents consist of the Articles of Incorporation, Minutes of Corporate Meeting, Waiver of Notice of Meeting and Affiliation Resolution. The Documents establish the following facts about the new Affiliate Ministry Corporation:
 - This corporation will be organized and operated for religious purposes according to the IRS Code.
 - The FCF Int'l Tenets of Faith are this corporation's Tenets of Faith.
 - No monies of this corporation shall inure to the benefit of any of its officers or directors.
 - The functions and qualifications of the officers and directors of this corporation are listed. There are no less than three officers or directors of this corporation (not consisting solely of family members).
 - This corporation CANNOT license or ordain ministers. This corporation CAN recommend candidates to FCF Int'l for license or ordination.
 - The Affiliation Documents of FCF Int'l do NOT govern the following:
 - The administration of the activities or the finances of the corporation.
 - The ownership of the assets of the corporation.
 10. Being an affiliate ministry automatically includes the legal work necessary to incorporate and results in the Affiliate becoming tax exempt under the FCF Int'l Group Exemption Number. After the initial legal work is completed, the Affiliate is able to use the FCF attorney minimally at zero cost through the FCF office for business pertaining to the ministry

Note: When the legal work is completed, the Affiliate will receive the Corporate Book, Corporate Seal and State Charter from the attorney's office and FCF International Office will send an Affiliate Certificate.
 11. The Affiliation process is entirely complete when the Affiliate receives an Affiliate Certificate from the FCF International Office.

Note: FCF International reserves the right to terminate Affiliation with any church that does not abide by the FCF International Articles, By-Laws and/or Tenets of Faith.
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APPLICATION PACKET CHECKLIST

Before mailing your application packet make sure all items are completed. Application packets that are not complete will not be processed.

- Completed Application
- Recent passport-size picture is attached
- Application fee of \$2997.00 included
- Recommendation from a person who has known your ministry for two years
- Recommendation from your pastor or someone who has known you and your ministry for two years
- A detailed typed resume (if not a current Licensed FCF Minister)

TENETS OF FAITH

1. The program and activities of Faith Christian Fellowship International shall be based upon and always shall be consistent with the following beliefs:
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- The FCF Family Galatians 6:10 · Hebrews 13:1 · 1 Timothy 3:15 · Ephesians 2:19-22

Live a life of faith

- Ephesians 2:8-9 · Proverbs 3:5 · 1 Corinthians 2:5 · Mark 11:22 – 24
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Practice continuous improvement

- We relentlessly pursue constant learning, growth, and development because of their dynamic impact on us (personally), the processes we utilize, and our organization as a whole.
 - 2 Peter 3:18 | 1 Corinthians 15:58 | Colossians 3:23-24 | Philippians 3:13-14
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FAQS

What does it mean to be an “Affiliate Ministry” with Faith Christian Fellowship?

An FCF Affiliate Ministry is an autonomous church that is connected with FCF in two ways. First and foremost, it is a relational part-nership – when called upon, FCF provides spiritual support and direction so that you don't have to do ministry alone. Secondly, a legal relationship exists in order to ensure that your church is rooted properly in the legal sense – allowing great peace of mind that your legal footing is solid.

What kind of control does FCF have over an Affiliate Ministry?

It's important to understand this. Your church is autonomous. We don't tell you what to preach, who you can have in your pulpit, how you should allocate your finances or what your vision should be. Our role is to be there for you to assist in the all-important work of establishing and building the kingdom of God. We pastor pastors and equip leaders. You do the work of overseeing your ministry – we'll be there for you when you need us.

How is an Affiliate Ministry set up legally?

We have By-Laws that are used to establish your church as a legal entity. These are written in such a way, so as to allow you the freedom to follow God's leading, in carrying out the vision He has entrusted to you. The law firm that FCF uses specializes in tax-exempt non-profit corporations, which means that your church's legal foundation is secured by experienced experts.

Why is it important for a church to be a tax-exempt entity?

It is true that you do not have to file with the government and gain tax-exempt status in order to function as a church (after all, the Church is established by God, not man). However, most churches choose to do so for the benefit of their members. In order for donations to be recognized as tax-deductible, a church needs to gain tax-exempt status. Most often that is accomplished by becoming a 501 (c)(3) organization, established for non-profit purposes. All FCF Affiliate Churches fall under Faith Christian Fellowship's Group Exemption with the IRS.

What is Group Exemption?

Simply put, this refers to the fact that when Faith Christian Fellowship received its tax-exempt status, it had filed for a Group Exemption. This means that any FCF Affiliate Church does not have to individually and separately file with the government to acquire tax-exempt status. Because a church is formally (legally) affiliated with FCF, that church is granted tax-exempt status on the basis of its relationship with FCF. That's why it's called a Group Exemption – all the Affiliate Churches that comprise that group are granted tax-exempt status.

What other “legalities” should I know about becoming an Affiliate Ministry?

In securing tax-exempt status as an Affiliate, you'll officially become a non-profit corporation (you'll be a tax-exempt, non-profit corporation in your state). Paperwork needs to be filed in your state (our lawyer will oversee that process) and you'll need to be properly organized as a non-profit corporation. This means that you will need directors (trustees) and officers (President, Vice-President, Secretary, and Treasurer) in order to function properly.

Each Affiliate Ministry submits a report to Faith Christian Fellowship annually. We'll provide you with a brief questionnaire to complete, along with the paperwork for a financial report. We are required by the government to provide the documentation needed to establish that our churches are functioning as Affiliates and qualify as such under our Group Exemption.

This sounds a bit involved. Is there someone available to help with completing the paperwork (application)?

Yes! We are here to help you. We can assist you in completing the necessary paperwork and provide the support you need to walk through this process step by step.

What does church government look like for Affiliate Ministry?

We believe that the leader assumes responsibility for the ministry (under the Head of the Church, Jesus Christ). The leader then should have the necessary authority to carry out the directives that God gives so that the vision can be fulfilled. Because we also recognize the benefits of interdependent relationships, we place a high value on the formation of teams within the ministry to achieve God-given mandates. A wise pastor will work with and empower teams of people to do the work of the ministry, providing leadership development and creating community impact. FCF stands ready to assist our pastors in this all-important work.

Leaders of Affiliate Ministry need to be ordained with FCF. As a credentialing organization, FCF can assist in this process as well. Affiliate Ministries are not permitted to license or ordain individuals but pastors can refer such candidates to FCF and we will gladly help with this.



AFFILIATE MINISTRY APPLICATION

Fill in every blank and complete each question

APPLICATION FEE: \$2,297.00 application fee is to be sent with your application.

ATTACH
PHOTO
HERE

MINISTER INFORMATION

PERSONAL INFORMATION (Please Print or Type)

Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ DOB: _____

Street Address: _____

Cell Phone: _____ Work Phone: _____

Are you: Single Married Divorced Widowed

Spouse's Name: _____ Spouse's DOB: _____ Anniversary: _____

Date you were born again: _____ Date you were filled with the Holy Spirit: _____

Are you a citizen or legal resident: Yes No

PREVIOUS MINISTERIAL EXPERIENCE

Name of Organization: _____ Start Date: _____ End Date: _____

Type of credential: License Ordination

Description of previous ministerial experience:

Are you ordained through FCF? Yes No

If not, have you completed an ordination application? Yes No

How did you hear about FCF Intl?

MINISTRY INFORMATION

(Please Print or Type)

Ministry Name: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Street Address: _____

Cell Phone: _____ Work Phone: _____

Fax: _____ Website _____

What is the vision of your ministry? What is "Your Why"?

Ex. Our vision is to provide homeless single parents with an opportunity to draw closer to God while meeting critical needs to help them become self-sufficient and financially stable.

What is the mission of your ministry? What is "Your How"?

Ex. Our mission is to provide homeless single parents with an opportunity to have an ongoing relationship with God, have safe affordable housing, achieve financial stability and independence, receive emergency services, have access to Christian Counseling, learn life skills, and obtain vocational or post-secondary degree training in our region.

Who are you called to reach? (Not just the unsaved - be specific as to what God has called you to do)

Do you have a leadership team in place? Yes No

If no, what are your plans to create a leadership team?

Do you have a marketing plan? Yes No

If yes, briefly describe your plan.

If not, how can FCF International help you develop a plan?

When is your anticipated launch date? _____

Do you have a plan for receiving donations? Examples: PayPal, Square, Google Pay, Zelle...

Yes No

Is your ministry on: Facebook Instagram Twitter Other

Do you have your website set up?: Yes No

If no, do you plan on setting one up?: Yes No

Signature

Date



RECOMMENDATION FOR AFFILIATION

Please type or print

Name of Applicant: _____

The above-named person is applying for ministerial affiliation with Faith Christian Fellowship International. The questions listed below should be answered honestly and completely, for serious consideration will be given to your answers.

Our files are confidential so please complete this form to the best of your ability.

1. How long have you known the applicant? _____
2. Do you feel you know the applicant well enough to evaluate the applicant's ministry? Yes No
3. To your knowledge is the applicant currently involved in active ministry? Yes No Do not know
4. In your opinion, does the applicant exhibit a call to the ministry? Yes No Do not know
5. Does the applicant have the gifts and graces to lead a ministry? Yes No Do not know
6. Is the applicant mature and seasoned as a minister? Yes No Do not know
7. Does the applicant understand and respond to spiritual authority? Yes No Do not know
8. Does the applicant understand the role of a minister serving a host pastor? Yes No Do not know
9. Does the applicant display Godly character? Yes No Do not know
10. Does the applicant have a teachable spirit? Yes No Do not know
11. Does the applicant attend a "home church" when in town? Yes No Do not know

12. Pulpit Experience/Preaching and Teaching

- Well-experienced
- Light experience
- No experience
- Do not know

13. Work habits (in the ministry)

- Very industrious; does more than required
- Satisfactory
- Enough to get by
- Does less than expected

14. Ability to withstand pressure

- Tolerates pressure well
- Average tolerance/usually remains calm
- Easily irritated
- Cannot handle pressure
- Do not know

15. Personal organization

- Conscientious, tidy, clean
- Fairly neat
- Tends to be disorderly
- Disorderly and untidy
- Do not know

16. Response/attitude toward authority

- Helpful and cooperative
- Usually responsive
- Resentful of authority
- Not cooperative/very resentful
- Do not know

17. Marriage and Family

- Attentive to spouse and children
- Spouse/children take a back seat to work/ministry
- Neglects spouse and children
- Do not know



18. Emotional Stability

- Self-controlled and mature
- Usually stable
- Moody and changeable
- Many uncontrolled periods/unstable
- Do not know

19. Financial Management

- Has integrity in ministry and personal finance
- Maturing in financial dealings
- Questionable financial dealings
- Poor reputation
- Do not know

20. How often does the applicant minister during the year?

- Never
- 1-2 times
- 3-5 times
- 5 or more times

21. How is the applicant's ministry received in your church?

- Very well received
- Received
- Poorly received
- Would not invite back

22. To aid in our decision making please give your personal comments on the integrity and character of the applicant.

23. Having observed this person in ministry, would you:

- Highly recommend
 Recommend
 Recommend with reservations

Please list any reservations:

Name: (please print): _____

Address: _____

City/State/Zip: _____ **Telephone:** _____

Signature: _____

Upon completion, please return it to our office at PO Box 26, Broken Arrow, OK 74013 or via email to info@fcf.org. Thank you.