

## 2018 Evangelistic Ministry Affiliation Renewal Document

I, \_\_\_\_\_, as President of (ministry name) \_\_\_\_\_ do hereby apply for renewal of the affiliation of (ministry name) \_\_\_\_\_ 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 (ministry name) \_\_\_\_\_ to execute this application, annual ratification, and renewal.

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

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

**Renewal fee is \$200, if paid before 1/31/18, or \$300, if paid after 1/31/18.**

Pay by            Check            AMEX            Visa            MasterCard            Discover  
**For payment other than check, a 3 % processing fee will be charged**

\_\_\_\_\_  
 Credit Card Number

\_\_\_\_\_  
 Expiration Date

\_\_\_\_\_  
 Signature

***For office Use Only***  
 Renewal for 2018 Received \_\_\_\_\_ Fee Paid \_\_\_\_\_  
 \_\_\_\_\_ Approved \_\_\_\_\_ Rejected

***Faith Christian Fellowship International Church, Inc.***

\_\_\_\_\_  
*Signature of FCF Board Member reviewing renewal*

\_\_\_\_\_  
*Date Reviewed*

## FCF Affiliate Evangelistic Ministry 2018 Renewal Questionnaire

Please type or print

### Ministry Information

Name \_\_\_\_\_

A.K.A. or D.B.A \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Website \_\_\_\_\_

Email \_\_\_\_\_ Employer I.D. \_\_\_\_\_

### Responsible Minister Information

Name \_\_\_\_\_ Spouse \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

### Ministry Information

Write a short summary of your ministry in 2017 and what you see happening in the Body of Christ at large.

## AFFILIATE EVANGELISTIC MINISTRY RENEWAL INSTRUCTION SHEET

(due at FCF Int'l by January 31<sup>st</sup>)

NOTE: If you are an Affiliate Evangelistic 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  
and 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.**

RECONCILIATION SHEET

***This report is due at FCF Int’l by March 31<sup>st</sup> and should cover the previous calendar year.*** You may substitute a Quick Books printout or a financial report sheet from your accountant. If the Reconciliation Sheet is not ready in time to mail along with the remainder of the renewal packet which is due at FCF Int’l by January 31<sup>st</sup>, you may mail it under separate cover when completed. Please include a note along with the main body of the renewal packet stating that you will send the Reconciliation Sheet separately.

## Reconciliation Sheet

NAME OF EVANGELISTIC 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 (pg 2)	_____
Liability Principal	_____
Asset Purchases	_____

Total Payments \_\_\_\_\_

Cash in Bank(s) End of the Period \_\_\_\_\_

Explanations or Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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	_____
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

\_\_\_\_\_

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\_\_.

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
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\_\_\_\_\_.

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
Member/Trustee

(CORPORATE  
SEAL)

\_\_\_\_\_  
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.*

*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\_\_.

(SEAL)

\_\_\_\_\_  
Chairman of the Board/Secretary

MINUTES OF ANNUAL MEETING  
OF THE COMPENSATION BOARD OF

\_\_\_\_\_

The annual meeting of the Compensation Board 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.

	<i>Estimated for the year</i>
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. \_\_\_\_\_

b. *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 81<sup>st</sup> Street, Suite 5900  
Tulsa, OK 74137-4259  
Phone (918) 494-6868 Fax (918) 491-6297*

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\_\_\_\_\_.

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
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 persons to be present either in person or by  
telephone:

_____	_____
_____	_____
_____	_____

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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

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\_\_.

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
Member/Trustee

\_\_\_\_\_  
Member/Trustee

(CORPORATE  
SEAL)

\_\_\_\_\_  
Secretary