



FAITH CHRISTIAN FELLOWSHIP INTERNATIONAL

2019 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 1/31/19, or \$300, if paid after 1/31/19.

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



FAITH CHRISTIAN FELLOWSHIP INTERNATIONAL

FCF Affiliate Evangelistic Ministry 2019 Renewal Questionnaire

Please type or print

Ministry Information

Name _____

A.K.A. D.B.A. _____

Mailing Address _____

City/State/Zip _____

Phone _____ Fax _____

Street Address _____

City/State/Zip _____ Website _____

Email _____ Employer I.D. _____

Ministry Information

Write a short summary of your ministry in 2018 and what you see happening in the Body of Christ at large.

Return Form to:
Faith Christian Fellowship Int'l
PO Box 35443
Tulsa, OK 74153

AFFILIATE EVANGELISTIC MINISTRY RENEWAL INSTRUCTION SHEET

(due at FCF Int'l by January 31st)

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 31st 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 31st, 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. | <i>Electricity</i> | _____ |
| 2. | <i>Gas</i> | _____ |
| 3. | <i>Water/Sewer</i> | _____ |
| 4. | <i>Trash Collection</i> | _____ |
| 5. | <i>Telephone</i> | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |

Total of item IV \$ _____

V. *Actual Furniture Expenses*

a. *Appliances:*

- | | | |
|----|---------------------|-------|
| 1. | <i>Oven</i> | _____ |
| 2. | <i>Refrigerator</i> | _____ |
| 3. | <i>Repairs</i> | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

b. *Furniture:*

- | | | |
|----|-------------------|-------|
| 1. | <i>Television</i> | _____ |
| 2. | <i>Sofa</i> | _____ |
| 3. | <i>Repairs</i> | _____ |
| 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 74137-4259
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