



# Administrative Manual



2023 Edition

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## Section 1.INTRODUCTION

- The policies and procedures contained in the Administrative Manual are compulsory for all Canadian Foursquare churches, ministers and ministries. If any local church manual is in conflict with the Administrative Manual, the Administrative Manual will be considered correct.
- The Administrative Manual is intended to be consistent with the laws of Canada as well as the Articles of Incorporation and Bylaws of the Foursquare Gospel Church of Canada.
- Suggested amendments to the Administrative Manual may be submitted by a local church pastor or church council to the president for his/her consideration and submission to the National Board. A thirty (30) day advance notice of proposed additions or changes to the manual will be sent to all pastors and church councils to provide everyone with an opportunity to input the deliberations.
- This edition of the manual was approved by the National Board on September 20, 2019.
- Terms and Abbreviations
  - *FGCC - Foursquare Gospel Church of Canada.*
  - *PLBC - Pacific Life Bible College.*
  - *The board - The National Board of FGCC.*
  - *AGM -Annual General Meeting.*
  - *L & O Committee - Licensing and Ordination Committee.*
  - *FMD - Foursquare Ministerial Diploma.*
  - *PAC – Pastor’s Advisory Committee*
  - *CRA – Canada Revenue Agency*

## Section 2.NATIONAL CHURCH

### 2.1 Mission, Vision and Values

- Mission - Our mission is to make disciples of Jesus who live by the truths of the Foursquare Gospel.
  - *The mission of the Foursquare church stands on the firm foundation of the Great Commission given by Jesus to his disciples in Matthew 28. The goal is not just to make converts, but to make disciples who not only believe, but live by the truths that Jesus is our Saviour, Healer, Baptizer with the Holy Spirit and Soon-Coming King.*
- Vision - Our vision is for an expanding network of healthy Foursquare churches; served by pastors who lead by example; filled with believers who are actively growing and sharing their faith.
  - *The vision is for an expanding network of churches because new church plants have proven very effective in introducing people to Jesus and spreading his gospel. These churches need to be healthy because a healthy church is the best environment for a disciple's growth. The pastors in the vision "serve" and "lead by example" because servant leadership is what Jesus taught and the lives of our leaders speak louder than their words. The believers in the vision are actively growing because being a follower of Jesus is a journey, not a destination. We seek to grow in our knowledge and likeness of him. Believers share their faith because they have captured the heart of Jesus for the lost and use their own story to lead others to salvation.*
- Values - We value being interdenominational in spirit, inclusive in leadership, dependent on the Holy Spirit's power, balanced in doctrine and ministry, relational in our methods and global in our reach.
  - *We value being interdenominational in spirit because we accept true believers of all denominations as a part of God's family. We don't compete with other churches; we cooperate with them when it is helpful and celebrate their victories as members of one body.*
  - *We value being inclusive in leadership because we believe that God calls men and women, the young and the old, and people from every race to lead his church. As it says in Galatians 3:28, "There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus."*
  - *We value being dependent on the Spirit's power because if the disciples who were trained directly by Jesus needed this power, then how much more do we need it today. We express our dependency through prayer and we minister with an expectancy that the Holy Spirit will operate spiritual gifts through us.*
  - *We value being balanced in doctrine and in ministry because we believe that knowledge must be balanced with experience, doctrine must be balanced with the fullness of God's word and ministry should never be expressed through an extremism that turns people away from Christ. We believe that Foursquare doctrine reflects a balanced position on biblical truth.*



- *We value being relational in our operations because relationships are bridges for ministry and opportunities to express Jesus' love. This value leads us to embrace a culture of honour and to invest in building, preserving and restoring relationships.*
- *We value being global in our reach because Jesus' desire was for us to make disciples of all nations. We have gifts to share with the world and our global interactions also allow us to receive from the gifts of believers in other lands. Investing beyond ourselves also helps us to grow beyond a self-centered approach that would only contribute where we could see gain for our own ministries.*

## 2.2 National Governance

### 2.2.1 Governing Documents

FGCC is a federally incorporated charitable non-profit governed by Articles of Incorporation and Bylaws. The Bylaws cover essential corporate governance while the Administrative Manual addresses day-to-day operations.

### 2.2.2 National Board

- Composition - The National Board consists of between 7 and 11 members including representation from different regions across Canada.
- Election - The existing board serves as the nominating committee for new members. Local church councils in the region represented are invited to submit names for consideration to the president. Delegates at the national AGM vote to ratify nominees for two year terms of service on the board.
- Powers - The National Board is empowered to:
  - *administer the affairs of the Corporation;*
  - *make or authorize such financial arrangements as may be necessary;*
  - *acquire and/or dispose of real and personal property; in accordance with the Articles of Incorporation and Bylaws of the Corporation. [see Section IX, Bylaws].*
- Officers - The Board, acting in accordance with the Bylaws, shall appoint from its members such officers as required. The Board shall hire a President in accordance with the procedure and requirements stipulated in the Bylaws. The President is the spiritual leader, the C.E.O. and the chair of the board. [see Section IX; Bylaws]
- Committees and Task Forces - The National Board shall establish such committees or task forces as it deems necessary.
  1. *A task force is organized to research a particular issue for later recommendation and debate by the Board, or carry out a specific objective within a certain time-frame. Task forces are established on an as-need basis. Standing committees allow for greater flexibility in the work of the Board. The committee is charged with bringing recommendations to the board and cannot make organizational decisions. The board is not obligated to follow the committee's suggestions. A committee or task force may have non-board members as advisors as well as Board members to bring additional perspective.*
  2. *Committees established by the National Board shall be provided with clear written terms of reference that describe: length of term of service; task assignment; and reporting procedure.*

*The Board shall appoint, at its sole discretion, a person to chair the committee. The chairperson may recruit his/her committee. The board shall approve any or all committee members selected by the chairperson of a committee.*

#### 2.2.3 License and Ordination Committee

- Purpose – The L & O Committee is a standing committee operating under the authority of the National Board. The committee approves candidates for licensing with FGCC as a part of the appointment process. The committee also makes recommendations to the National Board on issues regarding licensing. In FGCC ordination is granted with a minister's initial licensing.
- Composition – The License and Ordination Committee consists of the president, the president of PLBC and the unit supervisors.

#### 2.2.4 National Office

- Purpose - The National Board has created the National Office for the purpose of executing board policy and administering the operation of the corporation.
- Functions - The functions of the National Office specifically include, but are not limited to the following items:
  1. *maintenance of books, records and files consistent with the operation of a charitable organization;*
  2. *compilation and submission of reports and documents to the Government of Canada thereby keeping the corporation in good standing;*
  3. *compilation and distribution of relevant reports and documents to the constituency of the corporation;*
  4. *general oversight of the operation of the corporation; and*
  5. *other such activities as may be necessary to carry out the directives of the National Board.*

#### 2.2.5 Annual General Meeting

Each year a national AGM is held. Chartered churches are represented by licensed pastors and delegates appointed by local church councils. At the AGM reports are heard and highest level decisions are made (e.g. board member ratification, bylaw changes).

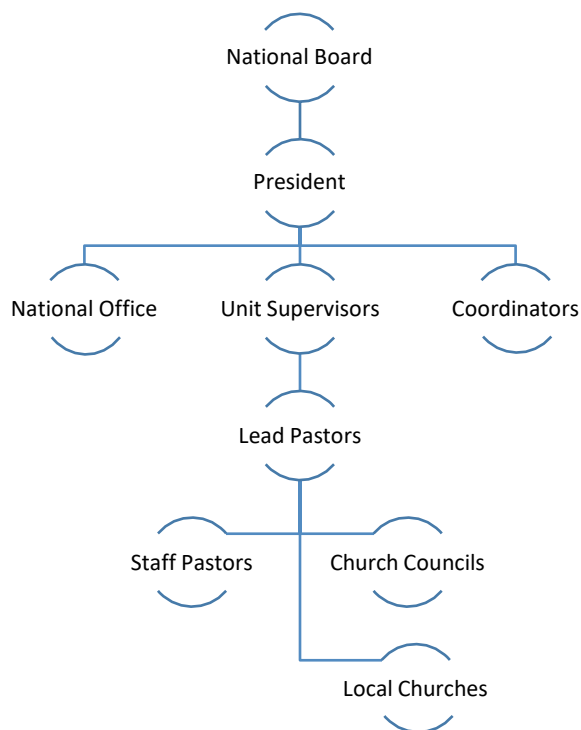
#### 2.2.6 Conflict of Interest Policies

- Duty – It is the duty of everyone serving within FGCC as a director, licensed minister, staff or volunteer to act in the best interests of FGCC and the local Foursquare church to which they belong.
- Conflict - A conflict of interest could exist where a person has a duty to more than one organization or where personal interests are present which may hinder acting in the best interests of FGCC.
- National Board - Any person serving FGCC as a director shall disclose in writing any proprietary interest or directorship held in any other organization, whether charitable or otherwise. The Board of FGCC shall, in considering the candidacy of a person for

directorship, review the disclosure made by the candidate and satisfy itself that no conflicts of interest, real or apparent, exist.

- Service on Non-Foursquare Boards - Any person serving FGCC as a pastor or ministerial staff member shall disclose in writing any proprietary interest or directorship held in any other organization, whether charitable or otherwise. The Board of FGCC shall, in considering the candidacy of a person for employment, review the disclosure made by the candidate and satisfy itself that no conflicts of interest, real or apparent, exist.
- Creation of New Charitable Organizations - No person serving FGCC as a director, officer, employee, agent or independent contractor may form or incorporate a not-for-profit organization without prior written approval of the Board of Directors of FGCC. Persons seeking approval for the formation or incorporation of any not-for-profit organization must do so in writing in a form satisfactory to the Board of Directors of FGCC submitted not less than six (6) months prior to the intended date for formation or incorporation.

### 2.2.7 National Organization Chart



## 2.3 National Church Structure

### 2.3.1 Global Foursquare Relationship

The Global Foursquare Church is a fellowship of all national Foursquare Churches and is represented by a Global Council. FGCC is a member of the Global Foursquare Church and is represented on its North American Regional Council.

### 2.3.2 Modified Episcopal Structure

- FGCC is “Episcopal” in that leaders are appointed by those who have been given the authority to do so, not elected by those they lead. The nationwide body is organized as one church with many branches, not as a collection of independent churches.
- FGCC is “Modified” in that elements of Congregational and Presbyterian styles of structure are present. Our National Board is ratified by a representative membership to govern the national church and a local church council is ratified by membership to assist the lead pastor in governing the local church.
- The benefit of this structure is that leaders are given greater freedom to lead, although it is expected that they would lead in consultation with others. There is a balance of local and national authority. The structure creates a system of oversight with healthy checks and balances. Common property ownership also provides greater stability to churches.

### 2.3.3 Church Name Policy

- POLICY - Names for church plants and chartered churches must be approved by the National Board. A church may choose to adopt a single name or have both a legal name and a slogan name.
- A slogan name is used when a church chooses to use a name other than its’ legal name to represent itself to the community.
- Where a separate legal name exists, this name must be used on all legal contracts, formal documents, donation receipts as well as being displayed on church websites, signage, tithe envelopes, business cards and letterhead even if the slogan name is already present. Failure to do this could result in CRA rejecting any receipt issued by the church for tax purposes. Where a name is similar to another church, it is to include “Foursquare” or location information to distinguish itself.
- If a name does not include “Foursquare,” then the church must clearly identify itself as a Foursquare Gospel Church in other ways.
- Avoid choosing names that are not easily understood by the public (i.e. Elim, Ebenezer, Shiloh).
- PROCEDURE - Send a request for name approval to the National Board which indicates pastor and council (or PAC) support.

### 2.3.4 Chartered Churches

- Definition - A chartered church is a fully recognized Foursquare church which has been approved by the National Board and has received a registration number from CRA as an internal division of FGCC (note: chartered churches exist as internal divisions of FGCC).
- Requirements - Requirements for becoming a chartered church:
  - *Ten tithing units (individuals or families).*
  - *An established leadership core (Pastor’s Advisory Committee, ministry leaders).*
  - *Administrative development (consistent reports and tithes submitted to the mother church).*

- *Regular participation in unit functions.*
- *Recommendation for charter status by the mother church and unit supervisor.*
- *Child Protection policies in place (i.e. accepted by P.A.C. and implemented).*
- *Transition of church plant pastor to a lead pastor license (FMD review, Administrative Manual Exam).*
- Procedure - Application for charter is made by the mother church lead pastor and church council in a letter of recommendation to the National Board. Once approved, a charter will be issued after a registration number has been received from CRA.
- Dropping Below Requirements - If a chartered church drops below the requirements for charter, supportive action will be taken by the National Office.
- Wind-Up and Closure - A local church pastor or church council does not have the authority to wind up a chartered church or distribute its assets in anticipation of closure. If the church is contemplating closure contact the National Office for direction.

### 2.3.5 Church Plants

- Definition - A church plant is an approved work in the process of developing into a chartered church.
- The normal process for the development of a new Foursquare church is as follows:
  1. *An outreach ministry is launched or sponsored by a mother church. A mother church is a chartered church in a position to support and nurture the development of a new church.*
  2. *Once the outreach ministry has taken shape the mother church will request approval for church plant status. A new work will be considered an outreach of a mother church until it is approved as a church plant by the president and unit supervisor. It is not to be announced as a church plant until approval is in place. The application for church plant status is as follows:*
    - *The pastor and church council of the mother church submit a request for church plant status to the president and unit supervisor. If there is no mother church contact the president for direction;*
    - *The pastor and church council of the mother church submit a request to the National Board for approval of the church plant's name.*
    - *The church plant leader/pastor fills in a Prospective Ministers Form (if they are unlicensed) and completes a Church Planter Assessment and submits these to the president;*
    - *A written strategy is submitted to the president that includes the names of the church planting team and an initial budget.*
  3. *A bank account is opened for the church plant in the name of the mother church after it receives church plant status. Donations are made in the name of the mother church and are receipted by the mother church. Proper accounting, receipting and insurance coverage are set up through the mother church. All church plant finances must be accounted for in the income and expense statements of the mother church.*
  4. *The church plant begins to submit the following to the mother church on a monthly basis:*
    - *A tithe of its income to the mother church.*
    - *Ministry and financial reports.*
  5. *Once a church plant has matured in size and development the mother church may apply for it to be chartered.*

### 2.3.6 Church Adoptions

- Policy – An independent church may request to be adopted as a charter church of FGCC. Requests may be approved by the National Board after a vetting process is complete. For the purposes of this policy an independent church is defined as a self-supporting church, duly constituted and registered as a charity with CRA. A church that is not registered will follow the process of a church plant.
- Adoption Procedure
  1. *The leadership of the independent church reviews information provided to them regarding FGCC vision, values, beliefs and governance.*
  2. *All ministers who intend on pursuing licensing with FGCC fill out a Prospective Ministers Form.*
  3. *The governing body of the independent church writes to the National Board requesting adoption as a FGCC church. The letter confirms:*
    - *alignment with Foursquare vision and values;*
    - *agreement with Foursquare beliefs described in the 22 statements of faith;*
    - *commitment to operate as a FGCC church according to the Articles of Incorporation, Bylaws and Administrative Manual;*
    - *and the intention to close out the old society once registration with FGCC is complete.*
  4. *An independent audit of the church's financial records is carried out.*
  5. *Upon direction from the FGCC president to proceed, the independent church holds a church membership meeting to confirm agreement with Foursquare beliefs and to confirm the governing body's request to be adopted as a FGCC church. A two-thirds majority vote by active members present at a duly called meeting is required in order to proceed.*
  6. *Following a vote of the membership supporting adoption as a Foursquare church, a resolution of acceptance of adoption is signed by the governing body of the independent church.*
- Transition into Foursquare - After the successful completion of the above stages, the National Office will further assist in the transition of the church as part of the Foursquare Gospel Church of Canada as follows:
  1. *Co-ordinate the requirements of closing out the old society under the requirements of its Constitution and Bylaws;*
  2. *Arrange for the church name and sign to be changed from its former name to a new name approved by the National Board.*
  3. *Assist the church in re-registering itself as a Foursquare Gospel Church charity under the rules and regulations of CRA;*
  4. *Upon receiving CRA charitable registration number, issue a church charter certificate;*
  5. *Arrange for the church to hold its first Foursquare Annual General Meeting;*
  6. *Arrange for the members to confirm a new council under the provision of FGCC Articles of Incorporation and Bylaws and Administrative Manual;*
  7. *Assist the pastoral staff in making appropriate application for ministerial license;*
  8. *Arrange for the transfer of all bank accounts into the new name of the church;*
  9. *Assist in any other items of transition required.*
- Property Transfer - The independent church leadership will be assisted in completing documentation to transfer property from its present legal ownership into FGCC. An independent church transferring property into FGCC may choose to keep the independent registration open for two years following adoption. Within two years of

being adopted as a FGCC church the independent church members may decide to return to the independent registration through this process:

1. *At the time of adoption the adopted church communicates in writing to the National Office that it will keep the independent registration open for up to two years and attaches a list of active members at the time of transition. The adopted church maintains the independent registration during that period.*
2. *Within two years of being adopted into Foursquare the lead pastor and church council of the adopted church communicates in writing to the president the desire to revert to the independent registration.*
3. *A list of those who were active members of the independent church at the time of adoption is verified by the National Office;*
4. *A meeting for those on the verified list is called by the president with a minimum of two weeks notice;*
5. *At the meeting a two-thirds majority of those on the verified list votes in favour of returning to the independent registration.*
6. *Following an affirmative vote to return to the independent registration, the property transferred into FGCC will be transferred back to the independent registration subject to:*
  - *the independent registration's status as a qualified donee as defined by CRA;*
  - *the repayment of any investment made by FGCC into the church or property;*
  - *and the payment of any outstanding debts incurred by the church during the period between adoption and returning to the independent registration.*

#### 2.3.7 House Churches

- FGCC affirms and encourages the establishment of house churches. A house church may operate in one of three ways:
  1. *As an outreach of a mother church;*
  2. *As a member of a hub of house churches;*
  3. *As a fully chartered church on its own (provided it meets the requirements).*
- Outreach of a Mother Church – If a house church is operating as an outreach of a mother church the administration of the house church is the responsibility of the mother church. Tithes and offerings will be collected in the name of the mother church. Bill payments, reports and charitable receipts are the responsibility of the mother church. The lead pastor of the mother church will appoint the house church pastor with the advisement and approval of the church council.
- House Church Hub – A house church hub operates as a single chartered church with multiple campuses. The campuses may include house churches and/or church plants who intend to become chartered churches at a later time.
  - *An executive pastor is appointed by the president in consultation with the church council (if already formed) and unit supervisor. The executive pastor may also serve as the pastor of one of the campuses. The executive pastor is responsible for ensuring that all administrative duties are performed as required of chartered churches.*
  - *One pastor will be appointed for each campus by the executive pastor with the advisement and approval of the church council. House church pastors will hold a staff license.*

- *Each campus will have a Pastor's Advisory Committee (which meets monthly) to assist the pastor.*
- *Each hub will have one church council comprised of 5-9 members proportionately representing each of the campuses. The campus pastors and executive pastor are included in this number. The church council meets at least twice annually.*
- *Each hub will operate a single bank account. Offerings will be made payable to the church hub name and deposited into its account and expenditures paid from the account. The income of each campus will be tracked and may be used for the expenses of the respective campus. Common expenses such as insurance and copyright licensing are shared equally by the campuses. National tithe and missions offerings are forwarded to the National Office. If payroll is involved it is set up through the executive pastor and church council.*

#### 2.3.8 Affiliate Societies

- Definition - An Affiliate Society is defined as a distinct and properly constituted entity that exists to facilitate specific ministry that requires formation of a society to adequately and legally address the needs so identified. Affiliate Societies are appropriate where neither the national church (corporation) nor a local church provides the appropriate vehicle to address the identified need(s).
- Approval - Prior written approval of the National Board is necessary for the establishment of any Affiliate Society. Affiliate Societies may be established by the National Board or by a local church (with the approval of the National Board) to fill those unique ministry needs that require the formation of such a society.
- Formation - If the church desires to create an affiliate society, the procedure is as follows:
  1. *Consult with unit supervisor and president.*
  2. *The church council will submit a request to the National Board, as authorized by a resolution of the council, approved by a majority vote of the church members at a duly called meeting.*
  3. *Upon approval of the National Board to proceed, legal counsel shall be obtained when drafting the Articles of Incorporation and Bylaws.*
  4. *A copy of the Articles of Incorporation and Bylaws will be submitted to the National Board of the Foursquare Gospel Church of Canada for final approval.*
  5. *When approval is granted based on the above submissions, the Society may then be registered under the appropriate federal or provincial Act(s). Differences in provincial laws and regulations must be considered.*

#### 2.3.9 Relationships with Outside Organizations

- Relationships With Other Religious Agencies - Foursquare Gospel Churches are encouraged to establish and maintain relationships with other valid ministries.
- When local churches are approached by other agencies soliciting funds, publicity, volunteers, etc., a Foursquare church gives priority to the promotion and financial support of the Foursquare organization and its ministries.
- Consideration must be given to the following criteria prior to a Foursquare Gospel Church endorsing or supporting other religious agencies:



- *Agencies requesting support must be researched with respect to their validity and effectiveness as a qualified donee according to CRA.*
  - *Agencies which have been granted access to a Foursquare church must be advised that all aspects of the presentation must be approved in advance by the pastor.*
  - *Church directories or mailing lists must not be released or sold to outside organizations or individuals.*
- Relationships With Community Organizations (Non-Religious) - Foursquare Gospel Churches are encouraged to establish and maintain a responsible presence in their community.
- Participation in our communities requires that careful consideration be given to the following items:
  - *Community organizations receiving support or endorsement must not contradict or detract from the Gospel of Jesus Christ. Agencies requesting support must be researched with respect to their validity and effectiveness.*
  - *Church activities and policies may not be aligned with any political party, nor publicly endorse candidates.*
  - *Church directories or mailing lists must not be released or sold to outside organizations or individuals.*

## 2.4 National Leadership

### 2.4.1 President

- Summary - The president serves as the spiritual leader, the C.E.O. and the chair of the board of the Foursquare Gospel Church of Canada. The president performs duties and has powers prescribed by the National Board, which include all of the usual powers of a president of a religious corporation.
- Appointment - The president is appointed by the National Board for a five year (renewable) term.

### 2.4.2 Unit Supervisors

- Summary - The unit supervisor position exists to advance the development of healthy Foursquare pastors and churches within a geographical region (unit). This takes place primarily through oversight, relationship building, consulting, resourcing and event planning. The supervisor also assists in the appointment of pastors and in promoting church planting initiatives.
- Appointment - The unit supervisor is appointed by the president with the approval of the National Board for a two year (renewable) appointment ending on December 31. The president consults with the pastors of the respective unit before seeking the board's approval for an appointment. When a candidate is a paid employee of a church, the church council will also be consulted.
- Termination - The appointment of a unit supervisor may be terminated when, in the opinion of the board, and on the recommendation of the president: a change is

appropriate and mutually beneficial, or the unit supervisor is not functioning to promote the best interests of the unit.

#### 2.4.3 National Ministry Coordinators

- Introduction - The number of national ministry coordinators varies over time. Positions may be added, removed or left unfilled according to the needs of the national church.
- Appointment - National ministry coordinators are appointed by the president with the approval of the National Board for a two year (renewable) appointment. When a candidate is a paid employee of a church, the church council will be consulted before an appointment is made. The appointment may be terminated upon the recommendation of the president and the approval of the National Board. Check [www.foursquare.ca](http://www.foursquare.ca) for a current list of coordinators.

## Section 3. LOCAL CHURCH GOVERNANCE

### 3.1 Lead Pastor

The lead pastor is the appointed leader of the local church. He/she works with the church council in administering the temporal affairs of the church and works with ministry leaders to fulfill the spiritual mission of the church. The pastor's accountability to overseers, adherence to procedures, openness to input and commitment to servant-hearted leadership are safeguards against authority abuse.

### 3.2 Church Council

#### 3.2.1 Mandate and Composition

- POLICY - Each Foursquare Gospel Church in Canada shall form a church council, whose mandate is the administration of the temporal affairs of the church. The church council shall meet monthly or at least every other month to carry out the affairs of the church.
- The council shall consist of not fewer than five members, nor more than nine members, including the pastor, who votes on all matters. The pastor assumes the role of chairperson of the council or may appoint a council member or other church member to that role at their discretion. A church member who is not ratified as a council member has no voting rights.
- Council members shall hold office for a period of two years. Council members may hold office for a period of six consecutive years (three two-year terms), whereupon they are not eligible for council membership for the period of one year. This procedure may be waived with the written approval of the president.
- No more than 50% of the members of the church council may be at non-arm's length (related by blood, marriage or adoption). For example, a church council with 9 members cannot have more than 4 members who are related to another council member.
- Approval must be sought from the president to initiate any action leading to the dissolution of an existing church council.

#### 3.2.2 Selection and Removal of Council Members

- POLICY - Church council members shall be selected from among active church members who meet the prescribed qualifications and are selected by the procedure herein described.
- Selection:
  1. *The existing council shall serve as the nominating committee for new council members. As terms expire, it shall nominate candidates who meet the following criteria:*
    - *must be an active member of the church;*
    - *must be at least eighteen (18) years of age;*
    - *must have been a member of the church for a minimum of one year. This procedure may be waived with the written approval of the president.*

2. *The pastor may veto any nomination, without qualification and without revealing any confidential information.*
  3. *The council, when acting as a nominating body, shall present one nominee for each vacancy. The slate of candidates shall be submitted to the Annual General Meeting of the church for ratification, after which the approved candidates shall assume office.*
  4. *In the event of the resignation of a council member, a successor may be selected to complete their term by the council at a meeting called by the pastor.*
- Removal:
    1. *When a council member fails to function in conformity to the purposes and objectives of the Declaration of Faith, or the Articles of Incorporation and Bylaws of the Corporation, the pastor and council shall consult with the unit supervisor endeavoring to achieve a solution satisfactory to all parties.*
    2. *When a solution cannot be reached, a designated leader from the National Office, in consultation with the unit supervisor, may remove one or more council member(s).*
    3. *The president, or his/her designate shall preside at a special membership meeting if such a meeting is called to inform the members.*
    4. *In the event of removal of one or more council members, successors shall be selected at a special council meeting called by the pastor or a designated leader from the National Office and the successor will complete the term of the original council member(s).*

### 3.2.3 Powers and Duties

- The church council is to exercise such powers and duties consistent with the orderly conduct and stewardship of the church's temporal affairs. It is ultimately the responsibility of the pastor to ensure all duties of the church council are fulfilled. The relationship of the church council to the pastor is to be advisory, supportive and professional in nature - - "working together and standing firm in one spirit, with one mind, by contending side by side for the faith of the gospel" (Philippians 1:27NET).
- Powers and Duties:
  1. *To distribute the pages from the Administrative Manual to new members and make a copy of the full Administrative Manual available to them.*
  2. *To review the Covenant of Understanding of the relationship between the church council and the National Office and send a signed copy to the National Office at the beginning of each year.*
  3. *To hear reports and order payment of bills.*
  4. *To advise the membership concerning church finances, and submit matters dealing with the welfare of the church to membership.*
  5. *To act, as empowered in this manual, in connection with the control, acquisition or disposition of church assets. Note: National Board approval required.*
  6. *To secure proper insurance coverage.*
  7. *To determine the amount of pastoral compensation in consultation with the lead pastor and its method of payment in accordance with provincial regulations and personnel guidelines.*
    - *The National Office may give advice and direction in this matter.*
    - *The pastor's salary shall be reviewed annually, and such adjustments as deemed appropriate shall be made.*

- *Participation in the Foursquare Benefit Plan (Pension and Group Insurance) is compulsory for all eligible personnel.*
  - *Pastor and church council shall maintain complete familiarity with the Foursquare Benefit Plan.*
- 8. *The Council shall provide finances for the pastor to attend the Foursquare Gospel Church of Canada annual convention/conference.*
- 9. *To appoint, with the pastor's advice and consent delegate(s) to the Annual General Meeting of the Corporation. In addition to licensed personnel, a church may appoint one delegate for every 50 members.*
- 10. *To advise the pastor in his/her engagement of assisting ministers and church employees, and set the salaries in accordance with provincial regulations.*
  - *The assisting ministers and church employee salaries shall be reviewed annually, and such adjustments as deemed appropriate shall be made.*
  - *Participation in the Foursquare Benefit Plan (Pension and Group Insurance) is compulsory for all eligible personnel.*
- 11. *To authorize the furnishing of minutes of council or membership meetings to the National Board or president as requested.*
- 12. *To select the secretary and treasurer of the church council.*
- 13. *To act as a nominating committee for any required office(s).*
- 14. *The pastor and church council may establish funds for designated projects which shall be duly recorded in church council minutes.*
- 15. *Council members shall not:*
  - *make investments or improvements, in cash or in kind, to church property, real or personal, NOR*
  - *incur personal debt on behalf of the church with an expectation of reimbursement, nor act as a guarantor without prior written agreement of the church council and the Foursquare Gospel Church of Canada National Board in advance of the expense.*

#### 3.2.4 Officers

- Selection - The church council shall select, from among its council members, a secretary and a treasurer. The church council may use its discretion as to the selection method. The council may also approve someone not on the council to assist with these duties.
- Secretary - The council secretary is responsible for the official records and correspondence. The powers and duties of the secretary are:
  - *To act as secretary of the council, or any body or committee designated by the pastor.*
  - *To keep, or cause to be kept, a true and accurate record of all official meetings including, but not limited to: annual general meetings, council meetings, membership meetings.*
  - *To see that all records, documents, and correspondence are under proper custody, except for accounting records.*
  - *To submit to the pastor and council such reports or data as may be required.*
  - *To submit to the president and National Board, upon their official request, full written reports or minutes of any council or membership meeting as requested.*

- *To countersign or attest any church documents as required pursuant to the provisions of the Articles of Incorporation and Bylaws and this Manual.*
  - *To submit to the president and unit supervisor a copy of the annual Church Leadership Evaluation form.*
- **Treasurer** - The council treasurer is responsible for the receipt and disbursement of all church monies, and for keeping, or causing to be kept, proper books of account. The powers and duties of the treasurer are:
  - *To make available all records or reports to authorized parties on request.*
  - *To deposit, or cause to be deposited, all monies received, in an account(s) in the name of the local church.*
  - *To calculate and remit monies due and payable to FGCC as required in the Bylaws of FGCC, or as required by the provisions of this Manual, or as may otherwise be due and payable.*
  - *To prepare and submit monthly financial reports to the council;*
  - *To prepare and submit the monthly financial and ministry reports to the National Office and unit supervisor by the 25th day of the following month.*
  - *To submit to the council an annual report of all transactions, and forward a copy of this report to the National Office.*
  - *To prepare and submit such special reports as may be requested by the National Office including the Foursquare Gospel Church of Canada Audit Confirmation form.*
  - *To ensure that all accounting reports, books and records, to conform to accepted accounting principles and practices.*
  - *To ensure that a monthly bank reconciliation is performed and reviewed on all bank accounts held by the church.*
  - *To prepare and distribute contribution receipts for income tax purposes in proper format and by the last day of February. See the CRA website or Administrator's Guide for the correct format.*
  - *To assist the pastor with the completion of the annual T3010 form as required by CRA.*
  - *To assist the lead pastor in developing a projected annual budget.*

### 3.2.5 Council Meetings

- The lead pastor serves as the chairperson or appoints a council member or church member in his/her place. The chairperson is responsible for preparing the agenda (in conjunction with the lead pastor if he/she has appointed someone to chair). The chairperson leads the council meeting.
- Council meetings are usually conducted according to select Robert's Rules of Order protocols. The chairperson opens the meeting and leads the council through the items in the agenda. Items may include reports to be accepted or decisions to be made. After an item is introduced the chairperson may call for a motion or a member or committee head may propose a motion. A motion must be seconded by another member. This places the motion on the floor for discussion. Upon the conclusion of the discussion the chair calls for members to cast their votes. Council members may indicate "in favour," "opposed," or "abstain." A majority vote passes the motion and the item is noted as a resolution of

the council in the meeting minutes. The lead pastor has the authority to veto a decision, but this must only be done in exceptional situations.

- Sample church council Agenda:
  - Attendance
  - Opening prayer
  - Approval of minutes from the previous meeting
  - Financial report by the Treasurer
  - Church Events
  - Old business
  - New business
  - Date of next meeting

### 3.3 Pastor's Advisory Committee

- POLICY - In the event that a congregation does not have sufficient members from which to nominate or ratify at least five Council members (including the pastor), the pastor may ask qualified people to serve at his/her pleasure on an advisory committee.
- A Pastor's Advisory Committee must be considered as an interim situation pending formation of a Church Council.
  - *The Pastor's Advisory Committee may be established only with the advice and consent of the unit supervisor.*
  - *The term of a Pastor's Advisory Committee is for a maximum of one year. Approval must be given in writing by the president to extend the term of a Pastor's Advisory Committee for an additional year.*
- Powers and Duties:
  - *To assist the pastor in decision making, while recognizing that the pastor's decision is final;*
  - *To address, individually or collectively any item of business;*
  - *To endeavor to faithfully attend all meetings of the Advisory Committee.*

### 3.4 Elders

- The identification of elders varies within local churches. It is up to each lead pastor to decide the composition of their eldership and how they will be identified. Some pastors treat their church council as elders. Some pastors consider active ministry leaders to be their eldership. Some pastors appoint individuals as elders and form an elders committee.
- Elders are generally charged with assisting the lead pastor with the spiritual oversight of the local church whereas the church council assists the pastor in administering the temporal affairs of the church. In no situation may elders usurp the governing role held by the church council or lead pastor.

## 3.5 Church Membership

### 3.5.1 Criteria for Membership

- Know Jesus Christ as personal Savior and Lord;
- Be baptized in water by immersion since accepting Jesus as Savior;
- Be filled with the Holy Spirit, following the Lord in daily living;
- Be regularly involved in church life;
- Subscribe to the Declaration of Faith as outlined in THIS WE BELIEVE (as compiled by Aimee Semple McPherson);
- Agree to comply with the Articles of Incorporation and Bylaws of the Foursquare Gospel Church of Canada;
- Be faithful to support the church spiritually, with their gifts and prayers;
- Be faithful to support the church physically, with their attendance and through service and
- Be faithful to support the church financially, with their tithes and offerings.
- Be submitted to the spiritual leadership of the local church.

### 3.5.2 Process for membership

- A candidate who is a member of another Foursquare church may transfer membership to their new church.
- A candidate who is a member of a church outside of Foursquare will withdraw membership from that church.
- The lead pastor of the Foursquare church will ensure that the candidate is familiar with:
  - *the privileges and responsibilities of membership;*
  - *the history and vision of the Foursquare movement;*
  - *the Declaration of Faith as outlined in THIS WE BELIEVE;*
  - *the vision and mission of the local church.*
- New members shall be formally introduced to the congregation during a public service.
- The member's name and date of membership shall be recorded and kept in a permanent record.

### 3.5.3 Transfer of Membership

- A member of any Foursquare Gospel Church in Canada may request the transfer of their membership to any other Foursquare Gospel Church in Canada.
- Procedure:
  1. *The member shall request a letter from the pastor of the Foursquare church they are leaving that confirms membership status.*
  2. *The letter shall be presented to the pastor of the Foursquare church where membership is desired.*



3. *A transferred member shall be formally introduced to the church during a public service.*
4. *A member who wishes to transfer/withdraw their membership from the Foursquare Gospel Church of Canada may request a letter of reference from the pastor.*

#### 3.5.4 Responsibilities and Privileges of Active Members

- They follow the Lord in living a Christian life;
- They are regularly involved in church life;
- They remain submitted to the spiritual leadership of the church;
- They are committed to regular financial participation in support of the local church;
- They are included in the church family and have the blessings of pastoral care and fellowship with other family members;
- They are members individually in the body of Christ (1 Corinthians 12:27) and are part of the meetings and events that take place throughout the calendar year;
- They have voting privileges in the local church upon attaining 18 years of age;
- They may serve the local church in elective or appointive capacity;
- They are eligible for elective office upon attaining 18 years of age;
- They become members of the Foursquare Gospel Church of Canada;
- They are represented in the affairs of FGCC by representative vote at the national AGM;
- They qualify to be eligible for appointment as a delegate to the national AGM.

#### 3.5.5 Active and Inactive members

- An Active Member is a person who has been received into membership and fulfills the following responsibilities:
  - *follows the Lord in living a Christian life;*
  - *is regularly involved in church life;*
  - *regularly participates in financial support of the church;*
  - *is submitted to the spiritual leadership of the church.*
- An Inactive Member is a person who no longer meets the criteria for membership
  - *An Active Member forfeits the designation and privileges of Active Membership when he/she fails to meet the criteria for Active Membership.*
  - *An Inactive Member may be removed from the Membership Roster for the following reasons: death or written resignation or transfer of membership; failure to comply with criteria of an Active Member.*
- The lead pastor shall ensure that the Roster is reviewed annually prior to the local church's Annual General Meeting to determine the active or inactive status of members.
  - *When a member is considered inactive for a period of one year they may be removed from the Membership Roster.*
  - *A member who has submitted a resignation or transfer of membership request, or who has died are to be removed from the Membership Roster immediately.*

### 3.5.6 Dismissal from Membership

- A member may be dismissed from membership if in the considered opinion of the pastor, church spiritual leadership, and the National Office, he/she evidences any of the following:
  - *Unchristian or unscriptural conduct contrary to the Declaration of Faith as outlined in THIS WE BELIEVE;*
  - *Willfully functioning contrary to the best interests of the church;*
  - *Failure to comply with the Articles of Incorporation and Bylaws of the Corporation.*
- Procedure:
  - *Prior to dismissal, the pastor and spiritual leadership shall counsel the member.*
  - *When counseling has been ineffectual in bringing about the necessary changes, the matter shall be discussed with the National Office.*
  - *The written approval of the National Office must be obtained prior to dismissal.*

### 3.6 Annual General Meeting and Special Meetings

- POLICY - Each Foursquare Gospel Church shall hold an Annual General Meeting within 6 months of the fiscal year-end for the purpose of conducting the regular business of the church. Special meetings may be called for conducting extraordinary business of the church.
- The pastor shall serve as chairperson of the Annual General Meeting or special meetings or the pastor may appoint a facilitator. The facilitator must be either a church council member or a church member. The chairperson is responsible for preparing the agenda (in conjunction with the lead pastor if he/she has appointed someone to chair). The chairperson leads the meeting.
- A minimum of two weeks written notice must be given prior to the Annual General Meeting or special meeting.
  - *This notice will advise members of the date, time and place of the meeting, and shall also advise of the nature of business to be conducted, including the names of anyone standing for office.*
  - *This requirement of a two-week notice may be waived for extraordinary occasions upon a two-thirds affirmative vote of a quorum of the active members.*
- The Annual General Meeting may consider any legitimate business brought before it. A special meeting will consider the business for which it is called.
- The quorum of the Annual General Meeting and/or special meeting is the presence of a majority of the active members listed in the Membership Roster. If a majority is not present the meeting will be adjourned for one week and notice given to all members of the new meeting time. When the meeting reconvenes after one week the members present shall constitute a quorum.
- Written minutes shall be kept of all Annual General Meetings and special meetings. A copy shall be retained for the church records and a copy shall be forwarded to the

National Office. The pastor and Church Council secretary must sign the minutes, thereby verifying accuracy.

- Meetings are conducted according to select Robert's Rules of Order protocols. The chairperson calls the meeting to order and leads through the items in the agenda. Items may include reports to be accepted or decisions to be made. After an item is introduced the chairperson may call for a motion. A motion must be seconded by another member. This places the motion on the floor for discussion. Upon the conclusion of the discussion the chair calls for members to cast their votes. Members may indicate "in favour," "opposed," or "abstain." A majority vote passes the motion and the item is noted as a resolution in the meeting minutes.
- At the AGM new council members are ratified. Ballots are distributed to the members when they sign in. The ballots list the nominees put forward by the church council with the option of voting "yes" or "no" to their ratification. Only one name is put forward for each position. Two people are appointed as scrutineers to count the ballots and report the results before the end of the meeting.
- Sample AGM agenda:
  - *Membership sign-in.*
  - *Opening prayer.*
  - *Confirmation of a quorum.*
  - *Approval of minutes from previous AGM.*
  - *Ratification vote for new/renewing council members.*
  - *Ministry reports.*
  - *Treasurer's financial report.*
  - *Relevant business.*
  - *Announcement of ratification results.*
  - *Questions or comments.*
  - *Next meeting date.*
  - *Adjournment.*

### 3.7 Legal Counsel

- Legal advice must be obtained whenever a church initiates an activity that may jeopardize its non-profit charitable status or when it is faced with any legal issue.
- Due care must be exercised in order to comply with applicable laws, bylaws and ordinances. When legal requirements or obligations of any sort are unclear, the National Office must be consulted.
- When a legal issue arises, first contact the National Office (i.e. potential lawsuit, abuse, legal contracts, leases, employee rights, property transactions).
- Do not admit liability for any injury or potential claim until legal counsel is obtained.

## Section 4. LOCAL CHURCH PERSONNEL

### 4.1 Vulnerable Persons Safety Policy

#### 4.1.1 Criminal Record Check

- All church pastors, employees and adult volunteers working with minors and/or vulnerable adults must complete a criminal record check which includes vulnerable sector screening. Criminal record checks must be renewed at least every five years.

#### 4.1.2 Child and Youth Safety Manual

- Each Foursquare church must adopt and implement a “written policy” for child and youth safety. The Child and Youth Safety Manual is designed to help in that process and is available from the National Office. A copy of the church’s Child and Youth Safety Policy [duly adopted by the church council] must be sent to the National Office for the church’s legal file.

#### 4.1.3 Online Safety Policy

- Due to the high-risk nature of online activity, each Foursquare church must adopt a “written policy” for online classes and gatherings. The National Office can provide a template to use. A copy of the church’s Online Safety Policy [duly adopted by the church council] must be sent to the National Office for the church’s legal file.

### 4.2 Harassment Policy

#### 4.2.1 Statement of Commitment

- The Foursquare Gospel Church of Canada (FGCC) is committed to a harassment-free workplace and ministry environment where everyone is treated with dignity and respect.

#### 4.2.2 Definition of Harassment

- Harassment is any inappropriate conduct or comment by a person towards personnel or a ministry recipient that the person knew or reasonably ought to have known would cause that person to be humiliated or intimidated.
- Sexual harassment is any attempt to coerce an unwilling person into a sexual relationship, to punish a person for refusing, or to subject a person to unwanted sexual attention.
- Examples of harassment include verbal aggression; insults based on race, religion, sexuality, disability, or physique; conduct or comments of a sexual nature that are unwelcome or offensive; vandalizing personal property; the spreading of malicious rumours.

#### 4.2.3 Scope

- This policy statement applies to all ministry personnel, including permanent, temporary, casual, contract, interns, and volunteers. It also applies to all recipients of ministry including children, youth, men/women, seniors, and all ethnicities. This policy is applicable to all verbal or written communication including emails and social media platforms.

#### 4.2.4 Reporting

- A person who believes that he or she has been subjected to harassment is encourage to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.
- Where this cannot be done, or is unsuccessful, the person should report the alleged harassment to the employer, or to one of the persons designated by the employer to receive complaints of harassment, namely: the Lead Pastor of the church, the National Office, or the Unit Supervisor.
- The employer or ministry overseer will investigate and deal with all complaints or incidents of workplace or ministry harassment in a fair and timely manner. Information about a complaint will not be disclosed except to the extent necessary to protect from further harm, to investigate the complaint, to take corrective action or as otherwise required by law.
- No person will be penalized for reporting an incident in good faith or participating in a workplace or ministry harassment investigation.

#### 4.2.5 Other Options for Complaints

- Nothing in this policy prevents or discourages a person from referring a harassment to Occupational Health and Safety or their Provincial Human Rights Commission. A person also retains the right to exercise any other legal avenues available.

#### 4.2.6 Posting and Review

- A signed and dated copy of the Harassment Policy is to be posted in a conspicuous place in the workplace and be reviewed at least annually by all licensed ministers and all paid staff.

### 4.3 Sexual Misconduct Policy

#### 4.3.1 Statement of Commitment

- The Foursquare Gospel Church of Canada (FGCC) is committed to the prevention of and appropriate response to the sexual misconduct of Licensed Ministers.

#### 4.3.2 Definition of Sexual Misconduct

- Sexual misconduct is all sexual contact or activity that occurs outside of the biblical

bonds of marriage between one man and one woman.

- Sexual misconduct between a Licensed Minister and a person under their ministry or supervision is a severe form of misconduct because it involves a breach of professional ethics and a violation of the sacred trust to act in the best interests of the person under ministry or supervision.
- Sexual misconduct may also be a criminal offence under the Criminal Code of Canada. For example:
  - anyone who, for a sexual purpose, touches, directly or indirectly, any part of the body of a person under the age of 16 years commits the offence of sexual interference.
  - anyone who, for a sexual purpose, invites, counsels or incites a person under the age of 16 years to touch, directly or indirectly, the body of any person under the age of 16 years commits the offence of invitation to sexual touching.
  - if a person is in a position of trust, authority or dependency towards a young person (17 years old or younger), that person commits the offence of sexual exploitation if there is sexual contact or an invitation to sexual contact.
  - any unwanted sexual act done by one person to another or any sexual activity without the other person's consent is sexual assault. Consent is invalid if the person is pressured into sexual activity with violence or threats, fraud, or the exercise of authority. There is also no consent if the person is unable to provide consent because they are disabled by alcohol or drugs. Anyone who is 17 or younger cannot give consent to someone who is in a position of trust or authority (e.g., pastor, teacher).

#### 4.3.3 Scope

- This policy statement applies to all FGCC Licensed Ministers.
- Investigation of a complaint is limited to allegations against a Licensed Minister who was serving within FGCC at the time of the alleged sexual misconduct and at the time the complainant's report is submitted. Allegations against a Licensed Minister no longer serving in FGCC may be addressed to prevent future occurrences of harm.

#### 4.3.4 Reporting

- A complaint can be lodged with one of the Licensed Minister's overseers such as the Lead Pastor, Unit Supervisor, President or National Board. Contact details for the Unit Supervisor, President and National Board can be found on [www.Foursquare.ca](http://www.Foursquare.ca). If the initial report is verbal, the overseer may help in the preparation of a written report. When possible, include written consent from the complainant to share the complaint report with the President and the National Board.
- A complaint report should include a description of the sexual misconduct, the complainant's desired outcomes, and be signed by the complainant or another person who has verifiable information or reasonable indication that a Licensed Minister has been involved in sexual misconduct. A written report alleging sexual misconduct subjects the Licensed Minister to investigation and possible discipline, up to and including termination and removal of credentials.

- Anonymous complaints will not normally be formally investigated. Procedural fairness requires that a respondent be told the details of the allegations against him or her so that the respondent is able to understand and respond meaningfully to them.
- No person will be penalized for making a report of known or suspected sexual misconduct by a Licensed Minister when it is submitted in good faith. Action may be taken against anyone who knowingly or maliciously makes a false report.
- All FGCC Licensed Ministers are required to report to the President actual or potential allegations of sexual abuse or misconduct against themselves or pastoral staff under their oversight.

#### 4.3.5 Other Options for Complainants

- A complainant may disclose an incident of sexual misconduct to seek support but may be unsure about making a formal report. The Foursquare Care Counselor can be contacted to confidentially discuss the options. The Care Counselor's contact details are found on [www.Foursquare.ca](http://www.Foursquare.ca).

#### 4.3.6 Investigation and Disciplinary Procedures

- All complaint reports of sexual misconduct will be forwarded to the President to be investigated in a fair and timely manner.
- Where the alleged sexual misconduct may also be a criminal offence, the complainant (and/or the complainant's parents/guardians) will be strongly encouraged to report the matter to the police. When the complainant is an adult, the decision to approach police or civil authorities is normally left to the adult complainant.
- Where a minor is at risk of abuse or has been abused, the legal duty to report to provincial child protection authorities will be completed.
- Suspension and termination policies will be followed where applicable.
- The rights of all parties will be respected.
- While confidentiality cannot be assured beyond what is required by law, care will be exercised in the handling of sensitive personal information and the identity of the complainant.
- The complainant will be informed of the Licensed Minister's response to the complaint and the review process being followed, subject to privacy laws.
- The complainant will be offered pastoral and counselling support where appropriate.
- When an allegation is determined to be true, appropriate disciplinary action aims at protecting from further harm, correcting unhealthy situations, and restoring what has been broken.
- When an allegation is determined to be false, reasonable efforts will be made to restore the accused Licensed Minister's reputation.

### 4.4 License and Ordination

#### 4.4.1 Introduction

- The Purpose Of Licensing - Licensing is a way of indicating to the public that the licensed

minister has met FGCC's required standards and FGCC has endorsed the minister. It also protects candidates from being placed into positions for which they are unprepared, protects churches from unqualified leadership, and protects FGCC from exposure to liability or a damaged reputation.

- The Title Of "Pastor" - In order to prevent confusion over who has been vetted by the licensing process the use of the title "Pastor" is reserved for those who are licensed by FGCC.
- Egalitarian - Men and women of every race and ethnicity are eligible for all licensed positions within FGCC.
- License And Appointment - Licensing is limited to those serving under appointment within FGCC or with an extension ministry endorsed by FGCC. We do not license ministers who are not serving in an appointed position.
- Spousal Licenses - If both husband and wife intend to be licensed they must qualify for licensing independently and only one will be eligible for the position of lead pastor. If the spouse who is the lead pastor resigns or is unable to continue in the position, the other spouse may not automatically assume the lead pastor position.
- Licensing With Other Organizations – Ministers who serve in FGCC churches must be exclusively licensed by FGCC. Those being licensed with FGCC must surrender previous credentials held with other ministerial organizations. The purpose of this is to ensure wholehearted commitment to the Foursquare family and to avoid the confusion of being accountable to two or more unrelated heads.
- Ordination and Licensing - License and ordination occur simultaneously in FGCC. A successful candidate is installed through the laying on of hands in front of their local church and is presented with an ordination certificate and a credential card for the current year. This aligns well with the biblical pattern while still retaining the recognized ecclesiastical designation of "ordained." The laying on of hands will continue in each successive position within Foursquare but additional certificates will not be presented. Ordination continues between appointments but is rescinded if licensing is revoked.
- Annual Renewal - Licenses must be renewed annually in order to remain in effect. A current license is a required qualification for all pastoral positions. Renewal forms are submitted after completing an annual review with the licensed minister's overseer. Required Foursquare Ministerial Diploma courses must be completed according to schedule if the license is to be renewed.
- Churches are limited in the number of licensed ministers they may appoint (see 4.5.2).

#### 4.4.2 Marriage Policies

- Upon successful licensing the National Office will apply to the province's division of Vital Statistics to register the pastor to perform weddings.
- FGCC recognizes marriage as a holy sacrament and institution of the church, which is defined as being between one man and one woman in accordance with a historical/grammatical and orthodox interpretation of the Scriptures and the Declaration of Faith compiled by Aimee Semple McPherson.
- FGCC affirms that sexual expressions of intimacy are reserved for those in a marriage relationship as defined above. Everyone outside of the covenant of marriage is called to



abstain from sexual relations.

- Marriages are to be solemnized only by qualified clergy of a local FGCC church or by other clergy approved by FGCC who subscribe to the Declaration of Faith and the Articles of Incorporation and Bylaws of FGCC, and are members in good standing of the church.
- Clergy are to exercise their religious freedom to refuse to solemnize a marriage which is contrary to their religious beliefs, including the refusal to solemnize a marriage between persons of the same sex.
- The use of FGCC facilities for the solemnization of marriages and related events is restricted to church programs and use by members for purposes that are consistent with the Declaration of Faith and the Articles of Incorporation and Bylaws of the church.
- Clergy may not perform civil ceremonies using the license authorized by FGCC, which is for Christian ceremonies only. Although the couple are not required to be committed Christians, the ceremony must acknowledge and honour God.

#### 4.4.3 License Categories

- Accountability - The separate categories of national and staff license is not to communicate that one is superior to another, or that one person's ministry is more significant than another. Rather, a national license is directly accountable to the national church structure whereas a staff license is directly accountable to the lead pastor and church council.
- National License - Includes the positions of lead pastor, national missionary and other assignments approved by the National Board.
- Staff License - Includes positions appointed by the local church such as assistant pastor, youth pastor, worship pastor, campus church pastor, church plant pastor and associate missionary. It also includes positions appointed by outside organizations that are endorsed by the church and require a ministerial license such as chaplain, missionary or parachurch minister.
- PLBC – The PLBC president holds a national license. Faculty who are qualified for licensing receive a staff license and are accountable to the PLBC president.
- Retired License - May be requested for pastors who retire at a minimum of age of 62 and remain active members of a Foursquare Church. They will be accountable to the local church lead pastor.

#### 4.4.4 Licensing Procedures

- Step One – Anyone who wants to be considered for appointment to a licensed position must submit a Prospective Ministers Form. The president and the unit supervisor review the form and give their approval before any further steps are taken. The Prospective Ministers Form is available both as a hard copy from the National Office and as a fillable form at [www.Foursquare.ca](http://www.Foursquare.ca).
- Step Two – A provisional appointment is made. The president and/or unit supervisor will consult with the church council regarding a candidate before the president makes a lead pastor appointment. The lead pastor will consult with the church council regarding a candidate before making a staff pastor appointment. With the approval of the National

Board (national licenses) or the church council (staff licenses) a provisional appointment may now be made which is subject to the candidate being approved for licensing.

- Step Three – Work through the Declaration of Faith Study Guide. Request a current License Process Manual from the National Office. The unit supervisor will work through the Study Guide with the candidate (national license) or coach the lead pastor as he/she works through the license manual with the candidate (staff license).
- Step Four - The candidate completes a license application and submits it to the National Office no later than two weeks prior to the next License and Ordination Committee meeting. Those applying for a lead pastor position will also be given an Administrative Manual and will complete an exam on its contents. A position description for a staff pastor must be developed by the church council and submitted with a license application.
- Step Five - The License and Ordination Committee will carefully consider each complete application and then either approve, reject or table the license application pending further clarification of an issue.
- Step Six - A successful candidate will be installed through the laying on of hands at the local church by the unit supervisor (for lead pastor) or by the lead pastor (for staff licenses). A License and Ordination certificate will be presented to new licensees.
- Step Seven - The LEAD coordinator will compare the candidate's education with the minimum required courses for a Foursquare Ministerial Diploma (FMD) and determine if courses need to be completed to meet FGCC's minimum standard for continued licensing. In order to remain licensed, ministers must complete a minimum of one required course per year until they have completed their FMD requirements.

#### 4.4.5 Transitioning Between License Categories

- Transition from Staff to National License – The candidate must successfully complete an exam on the contents of the Administrative Manual. If the original license required the completion of Foursquare Ministerial Diploma courses then the candidate's progress is reviewed. The pastor will receive and sign a Lead Pastor Position Description.
- Transition from National to Staff License – No further license approval is required before an appointment is made. The appointment is made by the lead pastor with the approval of the church council. A copy of the letter of appointment noting council endorsement is sent to the National Office.
- Transition Between Staff Appointments - No further license approval is required before an appointment is made. The appointment is made by the lead pastor with the approval of the church council. A copy of the letter of appointment noting council endorsement is sent to the National Office.
- Transfer Of A License From Outside Of Canada - The Foursquare Global Council is looking at ways of transferring licenses between Foursquare national churches. Until a system is in place and is approved by the National Board, each minister from outside of Canada must complete the FGCC license application process in order to be appointed to a position within Canada.
- Lapsed Licenses - A minister whose license has lapsed for less than 3 years and who remains in good standing with FGCC may be appointed and the license re-activated by

the president.

#### 4.4.6 Foursquare Ministerial Diploma

- The Foursquare Ministerial Diploma (FMD) is designed to ensure that all licensed pastors have a solid foundation of biblical and theological training. All licensed pastors are required to meet FMD standards either before licensing or by completing a minimum of one course per year after licensing.
- Pacific Life Bible College (PLBC) is recognized as the primary training and educational arm of the Foursquare Gospel Church of Canada. As such, PLBC courses are the preferred means for meeting the standards of the Foursquare Ministerial Diploma. Courses are available both on-site and through off-site delivery methods such as distance education.
- Tuition subsidies – A 50% tuition subsidy can be requested for licensed ministers who pursue formal studies for credit at PLBC or another approved theological institution. Tuition is paid by the student and a reimbursement request may be submitted upon the successful completion of the course. Successful FMD required courses are automatically approved for subsidies. Those taking courses for continued ministry development can apply for a subsidy for two courses per year and approvals will be granted on the basis of available funds and the purpose for continued education. Exceptions are based on exceptional situations. Doctoral studies are excluded from the subsidy program. In addition to the subsidy, PLBC discounts tuition by 50% for licensed Foursquare ministers resulting in 100% tuition coverage for those who qualify. This tuition policy is subject to changes approved by the National Board.

### 4.5 Lead Pastors

#### 4.5.1 Appointment

- POLICY - Each local Foursquare church is appointed one lead pastor by the president.
- PROCEDURE - The president, in consultation with the unit supervisor and the church council, appoints the lead pastor.
- A position description for lead pastors is provided by the president after compensation details are provided by the church council and added to the position description.
- Appointments are subject to the approval of the national board and being licensed.
- Appointments can be made on an interim or permanent basis, at the discretion of the president.
- The president issues a letter of appointment to lead pastors so appointed.

#### 4.5.2 Succession Planning Process

- It is desirable and sometimes possible to identify and prepare a succeeding Lead Pastor from among the existing church staff or members of the church. If this is the direction that the church would like to pursue then the following steps must be taken.

1. *The current Lead Pastor and Church Council agree that they would like to pursue a succession*

*plan for a specific candidate.*

2. *Notify the President in writing a minimum of one year in advance of the anticipated transition of the candidate to Lead Pastor. Situations with less than one year notice will follow the usual appointment process. The notice will confirm Church Council approval and explain the reasoning for pursuing a succession plan. Include the anticipated date for the transition.*
3. *The President will consult with the Unit Supervisor, vet the candidate, and seek National Board approval for the plan. If approved the President will send written confirmation for the succession plan to proceed. Any approval will be subject to the successful licensing of the candidate with FGCC.*
4. *Contact the President a minimum of 3 months in advance of the transition date so that the President can review the progress of the plan and give final approval of the Lead Pastor appointment.*

#### 4.5.3 Responsibilities and Privileges

- **POLICY** - The lead pastor is responsible for the general oversight of the local Foursquare church to which he/she has been appointed. Persons serving under pastoral appointment shall endeavor to fulfill their office in a manner worthy of the high calling of Jesus Christ.
- The responsibilities of the lead pastor's office include:
  5. *To seek the salvation of souls, to edify and guide the church to spiritual maturity by means of teaching, preaching and conducting services and administering ordinances;*
  6. *To solemnize marriages in accordance with provincial regulations and according to FGCC policy. [Note: Registration assistance may be obtained through the National Office];*
  7. *To serve as chairperson of the church council and the Annual General Meeting or special meetings. The pastor may appoint a chairperson of the meetings;*
  8. *To accomplish the administrative aspects of the church, including the execution of such documents as required by virtue of his/her office; church administration includes:*
    - *preparing a projected annual budget,*
    - *reviewing and signing monthly financial report forms,*
    - *maintaining contribution records,*
    - *preparing an annual report for church Annual General Meeting (AGM),*
    - *completing and sending T3010 form (Registered Charity Information Return) to CRA and sending a copy to the Foursquare Gospel Church of Canada National Office,*
    - *completing and sending annual Foursquare Gospel Church of Canada Year-end **Audit** Confirmation form to The National Office.*
  9. *To appoint personnel necessary to facilitate the ministry of the local church;*
  10. *To attend all local church membership meetings;*
  11. *To attend the Foursquare Gospel Church of Canada annual convention/conference; (when possible for bi-vocational ministers). Licensed Foursquare ministers serve as delegates to the Foursquare Gospel Church of Canada Annual General Meeting (AGM).*
  12. *To engage, upon consultation with the church council such assisting ministers and other paid personnel as may be necessary to further the ministry of the church, and to supervise, coordinate and direct their activities so as to further the goals and objectives of the church;*
  13. *To serve as an ex officio member of all committees related to the local church.*

## 4.6 Ministerial Staff

### 4.6.1 Appointment

- POLICY - Ministerial staff are appointed by the local Foursquare church lead pastor under the advisement and approval of the church council.
- Prior to appointment, a candidate must complete a Prospective Ministers Form to be reviewed by the unit supervisor and president, even if licensing won't be pursued.
- For a position using the title of "Pastor" the procedure for licensing must be followed.
- Appointments are probationary until licensing has been approved.

### 4.6.2 Licensed Ministers per Church

The limit for the number of licensed personnel per church is a maximum of two for the first fifty (50) average Sunday/main service(s) attendance and one for each fifty (50) thereafter. The reason for a limit is to maintain representative voting at the FGCC AGM and to reserve licensing for pastoral leadership (while still affirming every member ministry). Licenses granted for service with some external ministries requiring licensing are excluded from this calculation: a chaplain appointed by an external organization; a duly appointed missionary; a parachurch minister.

### 4.6.3 Licensed Ministers per Church Plant

The limit for the number of licensed personnel per church plant is a maximum of one. When a church plant grows beyond the need for one licensed minister it should apply for charter status.

### 4.6.4 Position Description

All staff must be given a carefully considered written position description outlining their responsibilities, authority and accountability prior to the commencement of duties. Templates for various positions are available from the National Office.

## 4.7 Support Staff

### 4.7.1 Hiring

- POLICY - The lead pastor, with the advice and approval of the church council, may engage such paid staff, other than ministerial staff, as he/she deems necessary to provide support to the ministerial staff and the ongoing operation of the church.
- Application - Prior to employment, personnel must complete an application form. The application form should include:
  - *A criminal record search*
  - *A copy of the applicant's resume*
  - *Testimony of faith (when relevant)*
  - *Agreement with the FGCC statement of faith and standard of ethics*

- *References*

- Once the application process is complete, the best potentially suitable applicants should be interviewed and reference checks made. An offer of position would include a salary grid and the expected progression on that grid. Consult the National Office for salary compensation guidelines.

#### 4.7.2 Position Description

All staff must be given a carefully considered written position description outlining their responsibilities, authority and accountability prior to the commencement of duties.

Templates for various positions are available from the National Office.

### 4.8 Volunteers

- POLICY - In order to further the purposes of the church, several important functions are performed by church members acting in a volunteer capacity. Foursquare Gospel churches may appoint volunteers including assisting ministers (non-paid), deacons, elders, teachers, etc.
- Application - All volunteers working with children and youth under 18 years of age are required to complete an application form. [Refer to Child & Youth Safety Guidelines Manual for additional information.] The application form should include:
  - *A criminal record check which includes vulnerable sector screening*
  - *A copy of the applicant's resume*
  - *Testimony of faith*
  - *Agreement with the FGCC statement of faith and standard of ethics*
  - *References (follow up must be done)*
- Training - It is essential that all volunteers be given appropriate training in the performance of their duties.
- Position description - All volunteers should be given a carefully considered written position description outlining their responsibilities, authority and accountability prior to the commencement of duties.
- Review - Volunteers will be reviewed and their appointment may be renewed annually.

## Section 5. EMPLOYMENT

### 5.1 Introduction

- This section applies to all paid pastors and staff (except where directed specifically to pastors).
- Lead pastors and church councils should be familiar with the employment standards legislation for their pro

### 5.2 Hiring

#### 5.2.1 Avoiding Discrimination

- Determine the skills, education and other attributes that are truly necessary to perform the job so that requirements are not imposed that unnecessarily exclude capable applicants.
- Avoid screening techniques that have an unfair impact on any particular group of applicants.
- Placing faith and lifestyle restrictions in order to provide a Christian environment is legal as long as the restrictions are stated clearly and applied consistently.

#### 5.2.2 Privacy Rights

Obtain written consent to do a background check for such things as school/university transcripts, credit reports and criminal records searches where needed. If the applicant won't consent, he or she can be dropped from consideration as long as the policy is followed with all applicants.

#### 5.2.3 Visas for Non-Resident Workers

- Job offers or sponsorships for non-resident workers must receive prior approval from the National Board.
- To pre-qualify the worker must fill out a Prospective Ministers Form at [www.Foursquare.ca](http://www.Foursquare.ca).
- For further guidance contact the National Office.

### 5.3 Compensation

#### 5.3.1 Determining Compensation

- POLICY - Compensation shall be established by the church council in consultation with the lead pastor and be reviewed annually. The National Office may give advice and direction in this matter. The compensation package shall constitute the sole agreement

between the employee and church; the employee shall make no further claim(s) against the church, nor be otherwise compensated for services rendered without the written approval of both the church council and the National Office.

- Prior to appointment an employee may request a written proposal from the church council specifying the proposed compensation package.
- If the church cannot pay their pastor, staff minister or employee(s) their salary for one month, the unit supervisor must be notified and the National Office contacted to determine the appropriate action.
- If/when a minister's or employee's salary is changed for any reason, notice must be sent to the National Office immediately so adjustment can be made to the benefit plan.

#### 5.3.2 Expected Time Commitment

Where a pastor is receiving a full-time salary he/she shall devote their services exclusively to the benefit of the local church and not engage in other employment unless there is a prior written agreement between the pastor and the church council.

#### 5.3.3 Clergy Residence Tax Deduction

A tax deduction for housing may apply for licensed ministers. Refer to the current Foursquare Church Administrator's Guide for more information.

#### 5.3.4 Annual Vacation

- Pastors who are salaried are entitled to receive an annual paid holiday, entitlement to be determined as described below. Entitlement is calculated based on the individual pastor's accumulated years of service by appointment within the Foursquare Gospel Church of Canada. This entitlement is portable throughout a pastor's term of service and various appointments within the Foursquare Gospel Church of Canada. For non-pastoral staff, the church is not required to follow this policy and may adopt a separate policy.
- Provision of paid annual holidays is also subject to the relevant provincial legislation or regulation. Where there is a conflict between this policy and legislation, legislation or regulation shall prevail. Pastors shall take the minimum vacation days required by the province.
- All vacation days must be taken within the year-end earned or under exceptional circumstances within three (3) months of the following calendar year. Unused vacation in excess of the required provincial minimum will be lost if not used within three (3) months of the following calendar year. Paid time off includes all vacation pay to which the employee is entitled, except where expressly otherwise required by the applicable employment standards legislation and regulations. Vacation entitlement does not accrue while employees are on a leave of absence.
- Vacation entitlement for full-time employees is as follows:
  - 1 - 5 years of service: 15 working days (3 weeks vacation)
  - 6 - 8 years of service: 20 working days (4 weeks vacation)
  - 9 - 10 years of service: 25 working days (5 weeks vacation)
  - After 10 years of continuous service, consideration should be given to granting one



*(1) additional day for each year of service to a maximum of 35 days.*

- *Part-time employee vacation entitlement is prorated according to their full-time equivalency.*
- *During the first partial year of employment, vacation entitlement is prorated according to the percentage of the year the employee will work.*
- *Upon resignation, retirement or termination, employees will either be compensated for outstanding vacation earned or be expected to compensate the employer for any vacation taken which was not yet earned.*

#### 5.3.5 Sabbaticals

- A sabbatical leave is not an entitlement, it is granted where the church council, the supervisor and the president feel that it would be in the best interests of the church. A sabbatical is in addition to annual paid holidays.
- The demands of Pastoral ministry are great and sometimes there is a need for renewal beyond regular vacation time. A sabbatical is a paid leave where a pastor is completely released from normal duties for a time devoted to study, reflection, rest and revitalization. To make a sabbatical valuable it must be carefully planned in advance. Typical activities might include intentional rest, a spiritual retreat, continuing education, being mentored or working on a project. The hope is that a pastor will return with renewed energy, vision and zeal for ministry.
- A sabbatical is not to be used as an extended vacation or an opportunity to minister outside of the pastor's church. It is not a time to search for a new ministry position, so a pastor may have to repay some sabbatical remuneration if they leave their church within the year following the sabbatical.
- A pastor is eligible to request approval for a sabbatical after serving in a position for a minimum of five years and must wait for a minimum of five years for subsequent sabbaticals. Consideration is given for a sabbatical of between 4 and 12 weeks. The pastor submits a letter to the president (who contacts the supervisor) describing the reason for the sabbatical and the anticipated activities during the sabbatical. If approved the pastor then approaches their church council to approve the sabbatical proposal. A paper on sabbaticals is provided for the church council to read. The church council must be able to sustain the pastor's regular pay and be able to support the normal operation of the church in the absence of the pastor.

#### 5.3.6 Foursquare Benefit Plan

- Participation in the Foursquare Benefit Plan (Pension Plan and Group Insurance Plan) is compulsory for all eligible personnel.
- An employee who works 20 hours/week or more is eligible for the Group Insurance Plan after 3 months of employment and is eligible for the Pension Plan after one year of employment, providing they meet the minimum salary definition. See the Benefit Plan Manual for more information and enrollment.
- The lead pastor and church council shall maintain complete familiarity with the Foursquare Benefit Plan.

## 5.4 Paid Expenses

### 5.4.1 Annual Convention Expenses

The council shall provide finances for the lead pastor to attend the Foursquare Gospel Church of Canada annual convention/conference.

### 5.4.2 Ministry Expenses and Reimbursements

- It is recommended that pastors be given an expense budget to cover ministry related expenses such as mileage, parking and meals.
- Pastors, including staff members, shall not make investments or improvements, in cash or in kind, to church property, real or personal, NOR incur personal debt on behalf of the church (including credit card) with an expectation of reimbursement, nor act as a guarantor without prior written agreement of the church council and the Foursquare Gospel Church of Canada National Board in advance of the expense.

## 5.5 Resignation, Termination and Transition

### 5.5.1 Resignation

- Notice - A minimum of four weeks written notice of resignation is required for pastors. Notice of resignation for all other staff is according to a signed employment agreement or provincial legislation if there is no prior agreement.
- Lead Pastors - Upon resignation/termination provide a written notice to the president, the unit supervisor and church council.
- Other Staff - Upon resignation/termination provide a written notice to the lead pastor and church council.

### 5.5.2 License Status

- Upon termination a ministerial license becomes null and void unless the minister is assigned to a new appointment.
- Upon resignation a ministerial license remains active for the remainder of the calendar year for those who in leave in good standing.

### 5.5.3 Responsibilities Upon Resignation/Termination

- Waive, upon resignation/termination, any claim on investment of personal funds in the church (i.e. loan, purchase of equipment/supplies, credit card expense, cell phones issued in his/her role as pastor) without express written agreement of the Foursquare Gospel Church of Canada National Board in advance of the expense.
- To accept the guidelines of the provincial employment standards legislation in the areas of unpaid wages, holidays, etc.
- In addition, upon resignation/termination a lead pastor shall:

1. *Provide the president with a written summary of the current financial status of the church.*
2. *Prepare records and accounting for his/her successor including, but not limited to:*
  - *monthly financial reports, up to date;*
  - *membership records;*
  - *activities and programs records;*
  - *business records in sufficient detail to permit the uninterrupted functioning of the church;*
  - *such other documents or materials as may be necessary to ensure a smooth transition period.*

#### 5.5.4 Severance

If an employee resigns, no severance is required but when an employee is asked to leave their position the following is a typical but not generous severance formula:

- *One week of pay for employment of more than 3 months, but less than 2 years,*
- *Two weeks of pay for employment of 2 years or more, but less than 4 years,*
- *Four weeks of pay for employment of 4 years or more, but less than 6 years,*
- *Five weeks of pay for employment of 6 years or more, but less than 8 years,*
- *Six weeks of pay for employment of 8 years or more, but less than 10 years,*
- *Eight weeks of pay for employment of 10 years or more.*

#### 5.5.5 Pastoral Transition

When a decision has been reached for a nationally licensed minister to resign, the unit supervisor and National Office should be contacted as soon as is reasonable. The unit supervisor will work with the National Office in completing a transition process to assist the leaving minister to finish well and assist the incoming minister to have a good beginning.

#### 5.5.6 Investigation of a Pastor

- POLICY - A pastor of a Foursquare Gospel Church may be put on leave pending an investigation into serious misconduct.
- PROCEDURE – If a pastor is accused of serious misconduct, the president may put the pastor on immediate leave. As soon as appropriately possible, the president will consult with the church council and National Board to continue the leave while the allegation is under review and investigation.

#### 5.5.7 Suspension of a Pastor

- POLICY - A pastor of a Foursquare Gospel Church may be suspended from office under certain circumstances. Upon suspension, a ministerial license may become null and void.
- An ethics committee may be formed by the National Board for clarification of the issues related to suspension. Restoration and rehabilitation are high priorities in these circumstances.
- PROCEDURE - Suspension from pastoral office may take place when the president, in consultation with the National Board, unit supervisor and church council determines that

the pastor is one or more of the following:

- *estranged and separated from a spouse or in proceedings of divorce or legal separation; or*
- *engaged in any legal action against the FGCC; or*
- *under investigation by the FGCC of having committed any of the grounds of revocation of credentials; or*
- *in violation of the Articles of Incorporation and Bylaws of the FGCC; or*
- *engaged in conduct that is detrimental to the licensed minister, his/her family or the church.*

#### 5.5.8 Termination of a Pastor

- POLICY - A pastor of a Foursquare Gospel Church may be removed from office under certain circumstances. Upon removal, a ministerial license becomes null and void.
- An ethics committee may be formed by the National Board for clarification of the issues related to removal. Restoration and rehabilitation are high priorities in these circumstances.
- PROCEDURE - Removal from pastoral office may take place when the president, in consultation with the National Board, unit supervisor and church council determines that the pastor is one or more of the following:
  - *not functioning in the best interest of the local church;*
  - *not conducting themselves in a manner worthy of their calling;*
  - *the subject of legal proceedings where their ability to perform the duties of their office is compromised;*
  - *in violation of the Articles of Incorporation and Bylaws of the FGCC;*
  - *engaged in conduct that is detrimental to the licensed minister, his/her family or the church.*

## Section 6.LOCAL CHURCH FINANCES

### 6.1 Church Budget

- POLICY - In order to promote the responsible use of the financial resources of the church, an annual budget shall be prepared covering the entire operation of the church. The lead pastor and council treasurer are responsible for the budget preparation. This budget shall be submitted to the church council for approval, prior to its implementation effective the first day of each fiscal year.
- For more details on creating a church budget see Budget Guidelines in the Administrator's Guide.
- PROCEDURE:
  1. *Determine total anticipated revenue.*
    - *analyze previous year's revenue*
    - *analyze giving potential of congregation*
  2. *Determine fixed and recurring costs for the upcoming fiscal year.*
    - *allocate sufficient funds to cover these expenses; e.g. mortgage, rent, insurance, taxes, utilities, Canadian Extension Tithe, FGCC convention/conference, etc.*
  3. *Determine costs of existing programs, including salaries and benefits.*
  4. *Project costs of desired programs or personnel, or changes to existing programs, buildings, or salaries and benefits. [see BUDGETING GUIDELINES in the Foursquare Administrator's Guide]*
  5. *Compare anticipated revenue to total of projected expenses.*
  6. *Where projected expense exceeds anticipated revenue, expenses must be reduced; otherwise alternate or increased sources of revenue must be found.*
  7. *It is essential that a balanced budget be adopted (i.e. the projected expenses should not exceed the projected revenue).*
  8. *When preparing a budget, funds shall be allocated to Reserves so that money is available for planned replacement and maintenance of capital items and emergencies.*

### 6.2 Banking and Signing Authorities

- POLICY - The church council shall designate certain of its members as signing authorities on church accounts. The lead pastor and council treasurer shall be included as signing authorities, by virtue of their offices.
- PROCEDURE:
  - *The council shall provide the National Office with a letter stating that the designated individuals have signing authority, and shall provide the necessary resolutions, specimen signatures or other documentation as required by the bank.*
  - *The council shall establish that all cheques require the signature of at least two signing authorities who are not related by blood or marriage.*
  - *The council shall establish and ensure that there are at least three signing officers at any time.*

- *The council shall ensure that all records and authorities are current, revoking any out-of-date designations of signing authorities.*
- *A bank reconciliation is to be conducted on a monthly basis and reviewed and approved by the church council treasurer.*

## 6.3 Church Income

### 6.3.1 Offerings Policy

- Requirements of an offering are that it is made voluntarily, a transfer of property is involved and there must be a financial sacrifice. A “gift” is a voluntary transfer of property without consideration being returned to the giver.
- Regular tithes and offerings are given with no specific designation and go toward the general budget operations of the church.
- Designated offerings are given with specific instructions. Designated gifts are required by law to be spent on the purpose designated and may not be reallocated to general funds or other projects. Each gift designated toward a council-approved program will be used as designated. Once the gift has been made, the donor has no further right to, nor authority over, the funds. Donors should be discouraged from designating their tithe. It may be necessary to decline designated funds that are inappropriate for the church or would not represent sound financial judgement. If the donor isn’t willing to redirect the funds the funds shall be returned.
- The ability to redirect designated funds can be obtained by including the following statement on tithe envelopes for cases where a project is complete or the need no longer exists: “When any given need has been met, or where projects cannot be reasonably carried out, the donor agrees that designated gifts may be used where needed most.” Without the donor agreeing to this condition at the time the gift is made, the church may never use the funds for a different purpose or project.
- Borrowing from a designated fund for general operating purposes is prohibited.
- Offerings designated for a specific person cannot be receipted. This includes, “love offerings” to guests or pastors. A benevolence fund should be established that members can contribute to and the needs of individuals met from there. Donors must be “detached and disinterested” from individuals who may benefit from the gift.

### 6.3.2 Offering Collection Procedures

- Whether the church has a collection box or passes the plate, there should be a team of ushers who have been trained in proper collection and counting.
- Tithe envelopes should be provided and have space for designation of gifts.
- Other income receiving options may be provided, including debit/credit card and electronic funds transfer (EFT).
- There should always be two people present when collecting and counting the offering. The lead pastor and bookkeeper should not be part of the counting process.

- A standard record of deposit form should be used for each service. Attendance records can be included on this form.
- The deposit record should have the signatures of both ushers and counters present during the count. The deposit record is then given to the bookkeeper for recording in the accounting system.
- If a cheque is submitted without an envelope, an envelope should be made up to correspond with the information on the cheque for proper receipting.
- The money should be deposited as quickly as possible (within 48 hours of collection or kept in a safe place overnight if necessary).
- Do not go into the offering to take cash to pay outstanding amounts.
- Individual tithe records need to be completed on a weekly basis from the deposit record and envelopes. This is to be done by the bookkeeper.

### 6.3.3 Fundraising

- Fund Raising Affinity Programs (partnering with a business):
  1. *FGCC & its member churches will not participate in any affinity program which requires it to be part of a pyramid selling scheme, regardless of the name used by such scheme.*
  2. *Although there is an implied endorsement of a company which supplies fund raising products (i.e. candy bars), FGCC & its member churches will not explicitly endorse products or services and will not enter into affinity programs which require FGCC & its member churches to evaluate and endorse...*
    - *the viability or quality of a service,*
    - *the quality of a product, or*
    - *the viability or competence of a supplier.*
  3. *FGCC and its member churches will only participate in affinity programs involving products or services which are highly regulated by government and which do not involve any of the items (above) and only with the provision that FGCC's & its member churches/donor or membership lists are not required to be shared, rent-leased, or sold to the affinity program sponsor.*
  4. *FGCC & its member churches will accept contributions from business as a result of purchases voluntarily made by members and supporters from local establishments, provided that FGCC & its member churches are not required to make evaluations or endorsements; further provided that FGCC & its member churches are not required to share, rent-lease or sell their donor or membership lists.*
- Gaming Revenue Policy – No local church or affiliate society of FGCC will apply for funding of any kind, including grants or loans, derived directly from gambling revenue. FGCC accepts the teachings of the Scriptures which set out the following biblical principles to which gambling is antithetical:
  1. *Service to God - compulsive gambling places the addiction before all other concerns, including God, family, work and society. Christian people cannot serve two masters (Matthew 6:24; Luke 16:13), which gambling can become. The person indwelt by the Holy Spirit will be characterized by temperance and self-control (Galatians 5:23);*
  2. *Responsible stewardship - the Bible teaches that "the earth is the Lord's, and everything in it, the world, and all who live in it" (Psalm 24:1). Christian people who dedicate themselves to*

*the service of God have an obligation of good stewardship of the resources given to them (Matthew 25:14-30). The squandering of resources by gambling is not consistent with these teachings;*

3. *Work ethic - the Bible requires that we must work for our livelihoods (2 Thessalonians 3:10) and warns against efforts to get rich quick (Proverbs 28:20). Gambling as a method of acquiring wealth is inconsistent with the work ethic prescribed by Scripture; and*
4. *Gain at the expense of others - the principle upon which gambling is based is contrary to the teaching of Scripture concerning the love of others. Games of chance operate on the central principle that many wager and lose for the gain of a few. The losses of the many in games of chance are not limited to their investment in the games, but extend to the greater losses of self-control, family, work and cost to society. Christian people do not benefit at the expense of others nor do they take advantage of the failings of others.*

#### 6.3.4 Receiving Gifts In Kind

- Services may not be acknowledged by the issuance of a charitable receipt. A gift must be of finances or property.
- A receipt can only be issued for gifts “in kind” for the fair market value of the gift on the date it was given. When a gift in kind has a fair market value of more than \$1,000.00, a qualified written appraisal is required to justify the amount of the receipt. Records must be kept to show how the value was determined.
- There are special rules concerning the gift of securities and specific advice should be sought concerning any such gifts.

#### 6.3.5 Receiving Gifts For Other Charities

You may not allow your church to be a conduit for passing on resources to an individual, organization or corporation unless they are proven to be a qualified donee. Charities that work with other charities in this fashion must still exercise adequate direction, control and supervision of the funds to ascertain that they are being used to fulfill the charitable purposes of the church who is giving them.

### 6.4 Church Expenditures

#### 6.4.1 Payment of Bills

- POLICY - The church council shall establish such procedures as may be necessary to order payment of obligations duly incurred.
- PROCEDURE:
  - *First priority shall be established for payment of the extension tithe.*
  - *Second priority shall be established for payment of legal obligations: taxes, loans, leases and salaries.*
  - *Signing authorities shall scrutinize all bills prior to their payment, and shall ensure the correctness of payment. Cheques should not be double-signed in advance.*



- *Proper and complete records of payments and their supporting documentation must be kept. This shall be the responsibility of the church council treasurer, who shall ensure that such documentation is kept.*

#### 6.4.2 National Tithe

- Tithing is a spiritual principle of honoring God that we in Foursquare participate in at the personal, local church and national level. Tithing involves a release of control over 10% of our income as we give it in service of God’s kingdom. Gifts are in addition to the tithe and can be designated.
- Local churches tithe 10% of their tithes and non-designated offerings to the National Office on a monthly basis. The national tithe is reinvested into the care and development of Foursquare pastors and churches, and into the support of extension ministries.

#### 6.4.3 PLBC and Missions Support

- Pacific Life Bible College – PLBC is the affiliate college of FGCC. It is recommended that churches consider giving 1% or more of their income to support the training of future leaders.
- Canadian Foursquare Missions – CFM supports missionaries and missions initiatives connected to the Foursquare church. It is recommended that churches consider taking a monthly missions offering or giving 2% or more of their income to support Foursquare work beyond our borders.

#### 6.4.4 Payments to Individuals

- Compensation For Work – Whenever an individual is compensated for work the legal relationship with them changes from volunteer to employee with all of the relevant obligations. This needs to be considered before engaging a person in paid work, even if the payment is minimal.
- Honorariums – An honorarium is non-routine gift given to an individual as a “thank you.” It is usually a nominal amount (less than \$500). Larger amounts may be considered income and be subject to tax. Honorariums paid to non-residents of Canada are subject to income tax and are reported on a T4A-NR. Please contact the National Office for guidance.

#### 6.4.5 Benevolence Funds

- It is recommended that each church establish a “Benevolence Fund” or “Good Samaritan Fund” to support those who are poor or needy. This fund is not to be established exclusively for members because that would give the members a benefit for their membership. This assistance must be established as an outreach and available to the community as a whole.
- Members of the congregation should be encouraged to give regularly to this fund and when a benevolent situation occurs that requires support they can make the need known

directly to the church. The church is then at the liberty to determine the appropriateness and the amount that is to be given without consideration of the person giving the gift.

- Benevolence given to an individual as a one-time gift for the following expenses do not require any further reporting by the church to CRA (this is a general list and may not cover all areas of support the church provides):
  - *Medical expenses*
  - *Child care expenses*
  - *Funeral expenses*
  - *Legal expenses*
  - *Job training or counseling expenses*
  - *A series of payments in the year that together do not exceed \$500*
  - *Payments that are not part of a series*
- Where benevolence to an individual exceeds \$500 or is made in a continuous systematic way it is considered to be “social assistance” for the purposes of the Income Tax Act. In this situation, the church must issue a T5007 to the recipient.

#### 6.4.6 Donating to a Canadian Charity

- A charity may give 50% or less of its income for the year to a qualified donee – generally another Canadian registered charity - and still be considered to be devoting its resources to charitable activities carried on by itself.
- If a registered charity wants to give gifts to other organizations rather than using the funds on its own programs, it can only do so to qualified donees:
  - *Other registered charities.*
  - *Registered Canadian amateur athletic associations.*
  - *Registered national arts service organizations.*
  - *Housing corporations resident in Canada constituted exclusively to provide low-cost housing for the aged.*
  - *The United Nations and its agencies.*
  - *Universities outside Canada listed in Schedule VIII of the Income Tax Act Regulations.*
  - *Charitable organizations outside Canada to which the federal government has made a gift during the charity’s fiscal period or in the 12 months immediately preceding the period.*
  - *Municipalities in Canada; and*
  - *The federal or a provincial government or their agents.*

#### 6.4.7 Giving Funds to a Ministry Outside of Canada

- CRA requires that a charity demonstrate control, supervision and sufficient reporting for any funds given to a ministry outside of Canada. FGCC can legally carry out activities outside of Canada in one of four ways:
  1. *Through its own volunteers or employees;*

2. *Through a contract with individuals to provide specific services to the charitable organization or act as an agent to carry out a defined activity or project on the charitable organization's behalf;*
  3. *Through a contract with a corporation, association or another charity; or*
  4. *Cooperatively or jointly with another organization.*
- Joint Ministry Agreements - Before a church would send any funds outside of Canada in support of another charity or individual, it must set up a Joint Ministry Agreement through the Foursquare National Office under the supervision of the national coordinator for Canadian Foursquare Missions.
  - Building Projects - All registered charities engaging in fundraising and/or development of capital building projects in other nations must be able to demonstrate that the church:
    - *Holds title to the property in the country and/or have an approved Agency Agreement that approves ownership title to the overseas organization;*
    - *Has a full detailed accounting of the building project;*
    - *Can provide evidence that the property or assets are being used, on an on-going basis, for charitable purposes.*

#### 6.4.8 Use of Reserve Funds

- POLICY - Foursquare Gospel Church of Canada (FGCC) and its local churches will observe the following guidelines in using Reserve Funds.
  - *Funds will be used for the general objects and purposes of FGCC and its local churches.*
  - *Funds will be used in keeping with the purposes for which the funds were donated.*
  - *The first priority, in the use of Reserve Funds, will be to apply them to the work of Foursquare, before investing in the work of an outside entity.*
  - *In using Reserve Funds for the purpose of a loan:*
    - a. *The decision should be reasonably prudent in terms of risk, repayment and recall of the loan.*
    - b. *Security for the loan should be equal to that which is required by banks.*

#### 6.4.9 Property Taxes

- POLICY - It is the joint responsibility of the lead pastor and church council to ensure that all property taxes and other levies are paid in a prompt and timely manner.
- When it is apparent that taxes are delinquent or in arrears, the National Office must be advised immediately.
- A copy of the paid receipt is to be forwarded to the National Office within thirty days of payment.

#### 6.4.10 Copyright License

- POLICY - The church is required to secure legal authorization for the public use of copyright materials for music and movies through a Church Copyright License provider.

- Federal Copyright Law prohibits the unauthorized copying of “original works of authorship” (including literary, dramatic, musical, artistic and certain other intellectual works). Penalties for copyright violations can be up to \$150,000 per infringement.
- Churches often face infringement issues in several areas:
  - *Copying music without permission,*
  - *Public use of music lyrics on projector or overhead,*
  - *Public showing of movies or videos licensed for private use.*

## 6.5 Loans

- POLICY - Prior written approval of the president and National Board must be secured by any Foursquare Gospel Church applying for loans or credit as categorized below:
  - *any line of credit.*
  - *loans to cover deficits or anticipated shortfall as a result of day-to-day operations.*
  - *loans associated with the acquisition of property.*
  - *loans for the acquisition of vehicles or equipment which exceed five percent (5%) of the tithes and general offerings of the previous fiscal year.*
- No employee, church council member or any other individual may loan funds to the Church.
- PROCEDURE:
  1. *President and National Board Approval*
    - *Complete the Application to Obtain Loan form and submit it to the National Office.*
    - *Includes an agreement signed by the lead pastor and church council members.*
  2. *Church Council Approval*
    - *The lead pastor and church council pass a resolution to seek a loan.*
  3. *Congregational Approval*
    - *Required when exceeding amounts determined by the National Board.*
    - *Approved by a two-thirds majority of active church members at a duly called meeting.*

## 6.6 Credit Card Policy

- POLICY - All church credit cards (major cards, store cards etc.) must be approved in advance by the National Office. Credit limits over \$10,000 must be approved by the National Board.
  - *Statements must be paid in full by the statement due date.*
  - *All charges must be within the council approved budget or be an approved expense.*
  - *Personal items may not be charged at any time for any reason.*
  - *There will be NO cash withdrawals.*
  - *The National Office can revoke approval for a church credit card at any time if the policy requirements are not followed or the credit limit is increased without board approval.*

- PROCEDURE:
  1. *The lead pastor requests National Office approval for a church credit card (with the church credit card policy attached). Approval is based on the policy and the church's financial status.*
  2. *The lead pastor obtains approval from the church council to request a church credit card. The council must also approve a credit card policy (contact the National Office for an example).*
  3. *Any employees or volunteers who will use a church credit card must sign an agreement that specifies credit card rules for use (contact the National Office for an example).*

## 6.7 National Office Financial Assistance

### 6.7.1 National Office Loans (In-House)

- Minor capital improvements - Loans for capital improvements under \$10,000.00 are approved by the president. The aggregate of such loans to an individual church shall not exceed \$10,000.00.
- Major capital improvements - Loans for capital improvements over \$10,000.00 are approved by the National Board.
- Emergency loans under \$10,000.00 - Churches may make application under this category when faced with significant and unforeseen circumstances. Loans in this category are approved by the president.
- Emergency loans over \$10,000.00 - Churches may make application under this category when faced with significant and unforeseen circumstances of a major nature. Loans in this category are approved by the National Board.
- Loan Applications - Loan applications must be made through the National Office in consultation with the unit supervisor. Terms of the loan and repayment schedule are approved by the president in conjunction with the National Board. Loans shall bear interest at a rate to be determined by the National Board.

### 6.7.2 Grants.

- The National Office may provide a financial grant where assistance is an aid or incentive to either starting or revitalizing a work.
- Where National Office financial assistance is needed the lead pastor of the church requesting a grant will make application through the unit supervisor. The unit supervisor will act as the liaison between the local church and National Office.
- The unit supervisor will assist in presenting a proposal for a grant.
- The proposal will be reviewed by designated leaders of the National Board and the National Office.
- Where possible, a work that has received a grant, and quickly attains financial stability, should endeavor to return the unused portion of the grant to the National Office for the benefit of other works.

- Where possible, these requests for grants should be made before the upcoming budget year (by November 30).

## 6.8 Investments

- Excess Funds - Any funds acquired by a local church exceeding the greater of \$10,000 or 3 months operating capital being held for an extended period of time should be sent to the National Office to be held in trust for the local church in the investment account until such time as needed by the local church.
- Sale Proceeds - At times a local church will sell its existing church property but will not purchase a new building right away. In these situations the proceeds of the property sale (minus amounts to payout loans and selling costs) must be held In Trust in the National Office Investments. Funds held will accrue interest and market gains until such time the funds are needed. Funds held from property proceeds plus accumulated income must be reinvested into church property and cannot be used for the operations of the church.

## Section 7.LOCAL CHURCH REPORTS AND RECORDS

### 7.1 Records

#### 7.1.1 Privacy Policy

- FGCC directors, pastors, employees or volunteers will not disclose confidential information belonging to, or obtained through their affiliation with FGCC to any person, including their relatives, friends, and business and professional associates, unless FGCC has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.
- Directors, pastors, employees and volunteers are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Directors will use a confidential email address for board business.
- Upon separation of employment or at the end of a term of office, the following shall be returned: all documents, papers, and other materials that may contain confidential information.
- Tithe and donations records are strictly confidential to council authorized personnel.
- It is recommended to include a statement on church directories and mailboxes that the information is to be used for authorized church purposes only, in order to protect your members from unwanted solicitation.
- Any concerns, reports or inquiries regarding privacy issues should be directed to FGCC's Personal Information Compliance Officer by email [privacyofficer@foursquare.ca](mailto:privacyofficer@foursquare.ca) or by mail to the National Office.

#### 7.1.2 Financial Books and Records

- POLICY: The lead pastor and church council shall ensure that detailed books and records of financial transactions be kept, satisfactory to CRA, relevant to the church's registered, non-profit status.
- PROCEDURE:
  - *Books and records shall be kept of all income, donations and disbursements of the church.*
  - *Receipts issued for donations of property, vehicles or equipment must be substantiated by the fair market value of the gift.*
  - *Because of the church's charitable status, permanent, duplicate copies of all receipts issued to donors shall be retained in the church files.*
  - *Books and records shall document that monies have been disbursed for charitable works.*

- *FGCC's preferred method of accounting uses SAGE accounting software. This software is provided to Foursquare churches by FGCC..*
- Accounting Standards - Canadian generally accepted accounting standards for registered charities requires that accounting books be prepared on an accrual basis. This method records:
  - *Revenue in the month that it was received, not the month it was deposited.*
  - *Expenses by the date of the invoice, not the date the payment cheque was made.*
  - *Revenue and expenses received after the year end date, but are legitimately dated for the prior year, are to be entered as of the transaction date.*
  - *Expenses recorded in one year can be paid in the following year.*

### 7.1.3 Property Records

Required records for property include:

- *All improvements and renovations to buildings and land;*
- *Up-to-date inventory of church equipment and furnishings with valuation;*
- *Insurance policies or copies with their date of expiration and annual premium paid.*

### 7.1.4 Membership Roster

- A written Membership Roster shall be established and maintained as the official record of church membership.
- When received into membership, the member's name and date of membership shall be entered in the Roster.
- The Roster shall be reviewed annually to ensure that it is an accurate record of **active** membership.
- A member may be removed from the Roster in the event of following:
  1. *death;*
  2. *written resignation of membership;*
  3. *failure to comply with the criteria of an active member.*

### 7.1.5 Minutes

Written minutes shall be kept of all Annual General Meetings and special meetings. A copy shall be retained for the church records and a copy shall be forwarded to the National Office. The lead pastor and church council secretary must sign the minutes, thereby verifying accuracy.

### 7.1.6 Local Church History

Records shall be kept including: opening date; charter and dedication dates; date of completion of each building; name and dates of tenure for each pastor.



#### 7.1.7 Church Statistics

- Local churches will keep permanent record books which remain with the church.
- Spiritual – Records shall be kept of names, addresses and dates of those experiencing salvation, water baptism and Holy Spirit baptisms.
- Numerical – Records shall be kept of monthly average attendances of all church services and activities.
- Special Services – Records shall be kept of all weddings, funerals and baby dedications.

#### 7.1.8 Disposal of Records

- See the Foursquare Church Administrator's Guide for a list of records and how long they need to be kept. Many books and records must be kept for seven years, however personnel files, council minutes and some other records must be kept permanently.
- Requests for the disposal of books and records prior to six years (6) must be made, in writing, to the local tax office.

### 7.2 Reports

#### 7.2.1 Monthly Reports to the National Office

- The Monthly Financial Report and Ministry Report must be completed and filed with the National Office by the 25th day of the following month.
- The original copy of the Ministry Report must be signed by the lead pastor and the church council treasurer.
- The Financial Report and a signed copy of the Ministry Report shall be sent to the National Office either by regular mail or by email to: reports@foursquare.ca.
  - *A copy shall be sent to the unit supervisor.*
  - *A copy shall be kept by the church.*

#### 7.2.2 Annual Reports to the National Office

- The following annual reports must be submitted to the National Office:
  1. *A signed Church Council Covenant.*
  2. *The year-end Audit Confirmation Form along with all requested reports.*
  3. *A copy of Form T3010 and financial statements after the church's fiscal year-end.*
  4. *A copy of the church's Annual General Meeting minutes.*
  5. *A copy of the church's financial statements and a projected budget (for the next fiscal year).*
  6. *A copy of the GST/HST rebate application for the year.*
  7. *A copy of the Payroll reports (T4, T4A's and Summaries). If a church is remunerating any staff, they must have a payroll registration with CRA and submit payroll taxes. Registration for payroll is completed through the National Office (See Payroll in the Administrator's Guide).*

### 7.2.3 Reports Required by CRA

- POLICY - All Foursquare Gospel Churches must be registered as a charitable organization by CRA and report to the Government of Canada in the manner prescribed by CRA. A registration number must be received prior to the issuance of charitable donation receipts.
- Donation Receipts - A Statement of Contributions shall be issued to each donor in proper format and by the end of February of each year as required by CRA and signed by an authorized officer of the church. A duplicate copy of this statement must be retained by the church for a minimum of three (3) years.
- T3010 – This form must be filed with CRA within six (6) months of the fiscal year-end. Include the required financial statements.
  - *Form T3010 is available from the District Office of CRA or their website.*
  - *Contact FGCC's National Office if clarification is needed to complete Form T3010 [See Section on T3010-1 Report in the Administrator's Guide for more details on procedures for charitable status of the church].*
- GST/HST Rebate - Every local church must be registered as a public service body with the CRA to receive a GST/HST rebate. Registration for GST/HST is completed through the National Office. [See Section on GST/HST in the Administrator's Guide for more procedures for GST accounts of the church].
- Payroll Taxes - If a church is remunerating any staff, they must have a payroll registration with CRA and submit payroll taxes. Registration for payroll is completed through the National Office. [See Section on Payroll in the Administrator's Guide for more procedures for payroll of the church].

### 7.2.4 Charitable Receipting Policy

- POLICY - To protect and retain its charitable status churches operating as internal divisions of FGCC must comply with the applicable requirements of the Income Tax Act by:
  - *Devoting its resources to charitable purposes and activities in accordance with its constating documents.*
  - *Meeting its disbursement quota.*
  - *Trying not to meet its disbursement quota by exchanging gifts with other charities.*
  - *Except by reasonable salaries and/or reimbursement of reasonable expenses, not giving its income to its members.*
  - *Issuing official donation receipts only in accordance with the requirements of the Act and its regulations.*
  - *Keeping proper records and books of account and making them available to Canada Revenue Agency ("CRA") and the public as required by the Act and other laws.*
  - *Filing an annual information return on time; and*
  - *Only carrying on related business activities as permitted.*

## Section 8.LOCAL CHURCH PROPERTY

### 8.1 Insurance

#### 8.1.1 Church Property and Public Liability Insurance

- POLICY: Each Foursquare Gospel Church of Canada shall insure all property, vehicle(s) and equipment either owned by the church, or under its control.
- Insurance must be secured and maintained for the following risks:
  - *All Risk Perils including Flood and Sewer Backup*
  - *Third Party Bodily Injury, Personal Injury and property Damage*
  - *Crime (Money, Securities and Fidelity) coverage*
  - *Motor vehicle*
  - *Public Liability and Property Damage Insurance*
  - *Physical Damage Coverage*
- Insurance coverage should also include:
  - *Earthquake*
  - *Employment Practices (EPA)*
  - *Counseling (malpractice)*
  - *Abuse*
- All insurance shall be effected with established and licensed insurers and brokers authorized to practice as such within the province in which the individual church is located.
- A copy of the policy provided by the insurance company shall be filed with the National Office of the Foursquare Gospel Church of Canada within thirty days.
- Insurance policies obtained shall have as named insured the “Foursquare Gospel Church of Canada” operating as (insert the local church name).
- Other parties which may have a vested interest in property owned or controlled by the Foursquare Gospel Church of Canada may be named in the policy [i.e. “Loss Payee” or “Additional Insured”] as dictated by agreements that are in place [i.e. mortgage contract, lease agreements]. If the church has a property loan with the bank, CIBC will need to be named as “First Loss Payee”. Please contact the National Office for further details.
- A current inventory of contents and equipment must be maintained. It is advisable to keep a second copy of the inventory at another location.
- All property owned or controlled by any Foursquare Gospel Church shall be insured as to provide for replacement or repair in the event of loss or damage and the insurance policy must include a replacement cost endorsement.
- The insurance obtained shall not contain a “same site clause” restriction and must include “Building Bylaws Coverage”. Insurance must include:
  - *demolition endorsement;*
  - *coverage to meet municipal bylaws.*

- Except where such amounts are not available, the following are the minimum amounts for liability insurance:
  - *Personal injury \$2,000,000.00*
  - *Property damage \$2,000,000.00*
- In the event of a claim, each Foursquare Gospel Church, or school, shall send an updated copy of the Workers Compensation report form to the National Office.

#### 8.1.2 Crime Insurance

- POLICY - All monies and securities owned or controlled by any Foursquare Gospel Church or school shall be covered by sufficient insurance to cover the loss of such money and securities by the perils of destruction, disappearance, unlawful abstraction (hold-up, robbery, theft) and/or employee/member dishonesty and credit card or cheque forgery.
- Coverage shall not include any clause which limits “cost per item” to an amount less than the replacement cost.
- Coverage, for monies and securities against robbery, shall apply to any person or agent acting on the church’s behalf.

#### 8.1.3 Vehicle Registration and Insurance

- POLICY - Any vehicle purchased for use by a local church must be registered in the name of the local Foursquare Gospel Church of Canada with the approval of the local church council and the unit supervisor and shall be properly insured consistent with insurance standards in Canadian jurisdictions.
- Since some Jurisdictions may require inadequate levels of Third Party Automobile Liability coverage, it is advisable for local Foursquare churches to obtain a minimum limit of \$5,000,000.00 (five million) in Third Party Automobile Liability coverage.
- Pastors or employees who use their vehicle for church purposes should ensure that their insurance coverage is rated properly with their insurance carrier. This would include the appropriate limits of liability to cover carrying passengers while using the vehicle for work.
- In the event there is an accident the church would also be named if bodily injury or property damage is involved. The church insurance would provide legal defense coverage under the Commercial General Liability portion of the policy (required) for the church. However, it would not cover the legal costs of the driver/owner of the vehicle.

### 8.2 Use of Local Church Property

- The term “Church Property” refers to real estate and chattels, including vehicles, equipment, furnishings and materials.
- Church Property will be used for the general objects and purposes of FGCC and its local churches.

- The use of Church Property must comply with restrictions imposed by those with vested interest (banks, lessors, municipalities/codes, donors who stipulated acceptable use).
- Renters/Outside Users:
  - *Church facilities must be used primarily for church activities, but rental income may be earned by renting out the excess when the facility is not being used to its full capacity. However, a church is not permitted to construct or acquire facilities that are not required for charitable programs, specifically to earn rental income. It should be noted that an overemphasis on rental income could incur property tax or threaten the charitable status of the church.*
  - *An approved "Church Rental Agreement" shall be used when churches seek to offer rental space to outside groups. Contact the National Office to obtain a copy of the form.*
  - *Church leaders shall have full authority and control over a proposed use or activity by an outside user (i.e. renter, tenant, occupant).*
  - *Written proof of adequate insurance (i.e. the users' General liability and Legal liability coverage) and security deposits must be provided by outside users of Church Property, with Foursquare named as an additional insured.*
  - *Outside users must provide a written waiver of any legal liability of Foursquare for bodily injury, property damage and general nuisance charges.*
  - *A written statement to fully indemnify Foursquare against any legal liability, including legal costs related to the use of Church Property, must be provided by the outside user.*

### 8.3 Church Property by Purchase (Buildings/Land)

- POLICY: Property acquired by any Foursquare Gospel Church by purchase shall be registered in the name of the Foursquare Gospel Church of Canada [see Bylaws, Section IX, Subsection H, Paragraph 8]. Such property shall remain under the stewardship of the acquiring church for their church-related use. The president and the National Board shall first approve any property registration conveyance, or declaration of trust under which any properties are held.
- PROCEDURE: To purchase church property or encumber property by a mortgage or any form of loan, the lead pastor will facilitate the completion of the following steps in order:
  1. *Consult with the unit supervisor for his/her advice and obtain church council approval to search for property;*
  2. *Conduct a Property Purchase Evaluation with the assistance of the National Office to determine the church's ability to purchase and sustain a church property;*
  3. *Obtain church council approval to move forward based on the evaluation;*
  4. *Obtain the written consent of the president before an interim agreement to purchase a property is made, or a mortgage contract created;*
  5. *Ensure that any interim agreement offering to purchase property contains the following:*
    - *"This offer is subject to the approval of the Board of Directors of the Foursquare Gospel Church of Canada on or before <<date>>. This condition: (a) is for the sole benefit of the Foursquare Gospel Church of Canada; (b) cannot be waived; and (c) can only be removed by notice in writing to the Seller on or before the date indicated."*

- *“The person(s) signing this offer on behalf of the Buyer has/have no legal authority to bind the Foursquare Gospel Church of Canada or obligate it to perform any of the obligations of the Buyer. This offer may only be considered to be legally binding on the Foursquare Gospel Church of Canada when approved by its Board of Directors and notice of such approval has been provided to the Seller, in writing.”*
  - *A minimum of 21 days for subject removal of National Board approval and additional subjects.*
6. *Send a copy of an accepted offer to the National Office immediately. A site visit will be conducted by a representative of the National Board.*
  7. *Submit a request to the National Board to purchase which shall include:*
    - *Application to Purchase Property;*
    - *Application to Obtain a Loan (if applicable);*
    - *Church financial statements for 3 years;*
    - *Cash flow analysis;*
    - *Property appraisal;*
    - *Property inspection (including environmental);*
    - *Estimated budget for the property purchase including upgrades, city zoning applications, closing costs;*
    - *Approval by the city for use of the property for church purposes or provide the zoning requirements;*
    - *Application for Operating/Business permit from city.*
  8. *Once National Board approval is received, secure a two-thirds majority vote of the active church membership present at a duly called meeting for the property purchase and loan. Wording for the motions is to be approved by the National Office.*
  9. *Remove the subject clause once National Board and membership approval is received. The contract will be delivered to the legal counsel of FGCC or other legal counsel approved by the National Board Board who will oversee the closing of the legal transaction.*
  10. *Ensure that property insurance is in place on the completion date.*

#### 8.4 Church Property by Gift (Buildings/Land)

- POLICY - Property acquired by any Foursquare Gospel Church by gift shall be registered in the name of the Foursquare Gospel Church of Canada [see Bylaws, Section IX, Subsection H, Paragraph 8]. Such property shall remain under the stewardship of the acquiring church for their church-related use. The president and the National Board shall first approve any property registration conveyance, or declaration of trust under which any properties are held.
- PROCEDURE: When a gift is offered in the form of property that is needed and useful in the ministry of the church, the lead pastor will facilitate the completion of the following steps in order:
  1. *Consult with the unit supervisor and obtain the Approval Checklist for Gifts of Property from the National Office;*
  2. *Obtain the written consent of the president before agreeing to receive a gift of property;*
  3. *Consider the expressed intent of the donor;*

4. *Have the donor of the gift sign a waiver, so that the church is free to use or dispose of the gift as the lead pastor and church council deem appropriate. If the donor is unwilling to sign such a waiver, the church must refuse to accept the gift;*
5. *Ensure that all gifts are properly assessed at the fair market value and issue a receipt of not more than the assessed fair market value. All gifts that cannot be used in the ministry of the church may be sold at market value and the proceeds invested in trust with the National Office to be held for another capital property;*
6. *The legal transfer of the property will be overseen by the legal counsel of FGCC or other legal counsel approved by the National Board.*

## 8.5 Church Property by Lease or Rental (Building/Land)

- **POLICY** - Property acquired by any Foursquare Gospel Church by lease shall have the lease registered in the name of the Foursquare Gospel Church of Canada [see Bylaws, Section IX, Subsection H, Paragraph 8]. Such property shall remain under the stewardship of the acquiring church for their church-related use. Where there is no local church, property or building/facilities may be leased only upon the written recommendation of the president and the approval of the National Board.
- A lease/rental agreement with an escape clause for the lessee/renter that requires notice of 3 months or less does not require National Board approval.
- **PROCEDURE:** If the church desires to enter a lease that requires more than 3 months notice to end the lease, the lead pastor will facilitate the completion of the following steps in order:
  1. *Consult with the unit supervisor;*
  2. *Conduct a Lease Evaluation with the assistance of the National Office to determine the church's ability to sustain a leased space;*
  3. *Negotiate a lease that is approved by the church council but leave it unsigned;*
  4. *Send a copy of the unsigned lease to the National Office immediately.*
    - *The National Office will have the lease reviewed by legal counsel.*
    - *The reviewed lease will be forwarded for approval to the National Board along with the Lease Evaluation.*
    - *The board may require city confirmation for property use and/or required modifications.*
    - *The board may require a site visit by a representative of the National Board before proceeding.*
  5. *Once National Board approval is received, secure a two-thirds majority vote of the active church membership present at a duly called meeting to approve the lease. Wording for the motion is to be approved by the National Office.*
  6. *Forward confirmation of the membership vote and the final lease to the National Office for signature;*
  7. *Ensure that property insurance is in place at the time of lease.*

## 8.6 Church Building Projects or Extensions

- POLICY - Churches who have previously acquired properties and are considering either the erection of new buildings or extensions to existing buildings must secure the prior written approval of the president and the National Board.
- When possible, ensure that plans and specifications of new church buildings include a baptistery.
- A Property Development Task Force may be available to provide advice on development options. Contact the National Office for more information.
- PROCEDURE: If the church desires to erect or extend a building, the lead pastor will facilitate the completion of the following steps in order:
  1. *Consult with the unit supervisor.*
  2. *Conduct a Capital Project Evaluation with the assistance of the National Office to determine the church's ability to complete and sustain the proposed project.*
  3. *Obtain church council approval to move forward based on the evaluation;*
  4. *Obtain the written consent of the president before investing in project development (ie. architect, site surveys, etc);*
  5. *Prepare a two phase budget for the project with church council approval (a single phase budget will be considered for smaller projects). Include the following considerations:*
    - *Land Development Costs*
    - *City Zoning & Variances*
    - *Architect*
    - *Legal*
    - *Estimated Total Project Budget*
    - *Fundraising Plan*
    - *Church financial statements for 3 years*
    - *Cash Flow Analysis*
  6. *Submit a request to the National Board for approval to commence with Phase 1 including:*
    - *Application for Permission to Build or Extend*
    - *Application for Permission to Obtain Loan (if applicable)*
  7. *Secure a two-thirds majority vote of the active church membership present at a duly called meeting to approve the building project and budget.*
  8. *Obtain sufficient insurance coverage during construction to cover any kind of loss or peril. Obtain written confirmation from all contractors that they have adequate coverage and worker safety insurance.*
  9. *Submit a request to the National Board for approval to commence with Phase 2 which includes:*
    - *Budget review. If Phase 2 is more than approved by the church membership, secure a two-thirds majority vote of the active church membership present at a duly called meeting to approve the revised Phase 2 budget;*
    - *Fundraising Plan & Progress;*
    - *Cashflow Analysis;*
    - *Project Plans & Drawings;*
    - *City Rezoning & Variances.*



## 8.7 Church Maintenance and Alterations (Property and Buildings)

- POLICY - The church buildings, vehicles, equipment and property shall be maintained in good repair. The church budget will include provision for maintenance and repair so that the church can follow a systematic approach to building upkeep.
- Any requirements by the municipality in which the property is located, must be complied with as quickly as possible. Public safety standard and fire marshal requirements shall be strictly adhered to at all times.
- Churches considering major repairs or alterations of existing facilities must secure the prior written approval of the president and the National Board. Major repairs or alterations are those projects where the completed cost is more than fifteen percent (15%) of the gross annual tithe income (undesignated) of the church and/or financing is required. If the church is planning a major repair or alteration, the lead pastor will facilitate the completion of the following steps in order:
  1. *Establish a project plan and estimate (3 quotes recommended);*
  2. *Obtain church council approval;*
  3. *Submit an Application For Approval to the National Board with the following documents:*
    - *Description of costs;*
    - *Application to Obtain a Loan (if applicable);*
    - *Financing Plan;*
    - *Quotes for repair/alteration.*

## 8.8 Sale of Church Property

- POLICY - When a church deems it necessary or desirable to sell real property, the lead pastor and church council shall obtain the prior written consent of the National Board and president before taking further action. In order to prevent foreclosure because of delinquent payments on church property, and after proper notification from the National Board to the church, the National Board may make such disposition of the property as may be necessary to pay any and all monies due, payable and owing including any monies advanced by FGCC. After encumbrances are satisfied, any balance shall be held in Trust by FGCC for the re-establishment of the church facilities.
- In the event a church ceases to function and the president recommends that the church building or other property be sold, he/she shall first obtain an appraisal of said property and present his/her recommendation for sale to the National Board. Upon receiving such recommendation, the National Board is authorized to sell the church building or other property. Any funds derived from any sale, after any indebtedness is paid, shall be redirected at the discretion of the National Board.
- PROCEDURE: If the church desires to sell property, the lead pastor will facilitate the completion of the following steps in order:
  1. *Consult with the unit supervisor;*
  2. *Obtain church council approval;*
  3. *Obtain the written consent of the president;*

4. *Obtain a written independent professional appraisal to determine the current market value of the church property;*
5. *Obtain the approval of the National Board before the lead pastor or their designate signs a listing agreement;*
6. *Ensure that any interim agreement offering to sell contains the following:*
  - *“This offer is subject to the approval of the Board of Directors of the Foursquare Gospel Church of Canada on or before <<date>>. This condition: (a) is for the sole benefit of the Foursquare Gospel Church of Canada; (b) cannot be waived; and (c) can only be removed by notice in writing to the Buyer on or before the date indicated.”*
  - *“The person(s) signing this offer on behalf of the Seller has/have no legal authority to bind the Foursquare Gospel Church of Canada or obligate it to perform any of the obligations of the Seller. This offer may only be considered to be legally binding on the Foursquare Gospel Church of Canada when approved by its Board of Directors and notice of such approval has been provided to the Buyer, in writing.”*
  - *A minimum of 21 days is required for subject removal of National Board approval and additional subjects;*
7. *Secure council approval before accepting a provisional offer on the property.*
8. *Secure National Board approval to sell the property by submitting a Application for Permission to Sell Property form to the National Office including the proposed legal counsel who will oversee the closing of the transaction to sell;*
9. *Secure a two-thirds majority vote by the active church membership present at a duly called meeting to approve an accepted offer on the property. Wording for the motion is to be approved by the National Office. Communicate to the membership the proposed use of funds and the requirement to invest surplus funds in trust for capital projects.*
10. *The legal transfer of the property will be overseen by the legal counsel of FGCC or other legal counsel approved by the National Board.*

## 8.9 Vehicle Purchase and Disposal

- POLICY - Any vehicles acquired by any Foursquare Gospel Church by purchase or gift shall be registered in the name of the local Foursquare Gospel Church of Canada with the approval of the local church council and shall remain in the possession of the acquiring church for their use.
- All vehicles must be kept in good mechanical repair and should be inspected by a licensed mechanic every six months.
- Proper operating decals and provincial vehicle inspections are to be maintained for larger passenger vehicles.
- PROCEDURE: If the church desires to acquire or dispose of a vehicle, the procedure is as follows:
  1. *Secure the prior approval of the National Office if a loan is required for the purchase;*
  2. *Submit a copy of the vehicle’s registration to National Office;*
  3. *Ensure that all vehicles are insured as per the requirements established in this manual;*
  4. *Ensure that when a vehicle is acquired by means of gifting, and the donor requires a receipt for income tax purposes, the church must determine the fair market value of the gift and issue a charitable donations receipt for not more than the established fair market value;*

5. *It must be understood by the donor that when a gift cannot be beneficially used in the ministry of the church, the gift may be liquidated and the proceeds directed to other ministries as determined by the Church Council;*
6. *The donor of a gift shall sign a waiver, so that the church is free to use or dispose of the gift as the lead pastor and church council deem appropriate. If the donor is unwilling to sign such a waiver, the church must refuse to accept the gift.*

#### 8.10 Equipment Purchase and Disposal

- POLICY - When a church desires to purchase, lease, sell or dispose of equipment having a value in excess of 5% of their annual budget written permission must be obtained from the National Office.
- Purchases of equipment requiring a loan in excess of five percent (5%) of the tithes and general offerings of the previous fiscal year must be approved in writing by the National Office prior to purchase.
- PROCEDURE: When a church desires to purchase, acquire, sell or otherwise dispose of equipment, the following guidelines apply:
  1. *Ensure that all purchases of equipment, furniture and computers over a value of \$500 be reported in the accounting records under Capital Assets and amortized on a yearly basis according to applicable CCA rates;*
  2. *Ensure that an inventory record of equipment is properly maintained;*
  3. *Ensure adequate insurance coverage for all equipment;*
  4. *Ensure that when equipment is acquired by means of gifting, and the donor requires a receipt for income tax purposes, the fair market value of the gift must be determined and a receipt issued for not more than the established fair market value;*
  5. *Ensure that receipts issued for donations of equipment are substantiated by the fair market value of the gift. Where a fair market value cannot be determined, the donor shall invoice the church for the item and the church will purchase the item for that price. The donor will then make a contribution (cheque) to the church for the same amount.*