

THE FIVEFOLD CHURCH ALLIANCE · A COVENANT AMONG CHURCHES

FCA Forms Pack

Every form for entering the Covenant, serving, helping, growing, deciding together and keeping order and care

Companion to Volume One: Foundations (v5.2100) and Volume Two: Governance (v1.1101)

FCA Forms Pack v2.3101

FCA churches may copy these forms freely for FCA work. Keep completed forms confidential where marked.

HOW TO USE THIS PACK

Each form has a code: **J** joining, **D** delegates, **W** workers, **P** a church without its pastor, **G** growth and states, **H** Headquarters, **C** Council, Chairperson and officers, **R** rulings, appeals and change, **S** standing and safety. Each says which part of Volume One (V1) or Volume Two (V2) it serves, who fills it in and who keeps it. Forms marked ★ are needed for the founding meeting or soon after; the rest are used as each moment arrives. Make copies from this master; do not write in it. No form in this pack asks for money: forms about dues and honoraria are in the separate *Financial Addendum Forms*, used only where the Council has adopted the Addendum.

CODE	FORM	FILLED IN BY	KEPT BY	SERVES
JOINING				
J-1	Application to Enter the Covenant ★	Pastor	FCA Secretary	V1 13.1
J-2	The Covenant ★	Pastor and a church officer	Church and FCA Secretary	V1 2.1–2.4, 13.1
J-3	Service Block Assignment ★	Planning Department Secretary	Church and FCA Secretary	V1 9.1–9.2
DELEGATES				
D-1	Delegate Appointment ★	Pastor	Church and FCA Secretary	V1 4.1–4.3
D-2	Code of Conduct Signature ★	Officer, delegate or worker	FCA Secretary	V1 14.4, Appendix B
D-3	Three References ★	Applicant	FCA Secretary (confidential)	V1 14.1
D-4	Background Check Request ★	Applicant and Secretary	FCA Secretary (confidential)	V1 14.1–14.2
D-5	Council Seat Designation ★	Pastor	FCA Secretary	V1 11.1; V2 2.1
D-6	Delegate Notification and Replacement	Pastor	Church and FCA Secretary	V1 4.4
D-7	Retirement Through Evangelism	Delegate and Headquarters pastor	FCA Secretary	V1 4.5, Chapter 5
D-8	Delegate Monthly Report	Delegate	Home church	V1 4.1
WORKERS				
W-1	Request for Help ★	Pastor	Vice President	V1 7.3, 7.6
W-2	Worker Assignment Agreement ★	Vice President, church and worker	All three, and the FCA Secretary	V1 8.1–8.5
W-3	Assignment Record	Receiving church and worker	Church; copy to the Vice President	V1 8.5–8.6
W-4	Assignment Completion	Receiving pastor and worker	Church and FCA Secretary	V1 8.6
WHEN A CHURCH IS WITHOUT ITS PASTOR				
P-1	Pastoral Transition Agreement	Church officers and pastor	Church and FCA Secretary	V1 7.7
GROWTH AND STATES				
G-1	Church Growth Tracker (two pages) ★	Church secretary	Church; copy to FCA Secretary	V1 10.1, Chapter 5
G-2	Yearly State Review	Pastor and Council	Church and FCA Secretary	V1 6.3–6.4; V2 5.6
G-3	Restoration Mark Verification	Visitors named by the Council	Church and FCA Secretary	V1 Chapter 10
G-4	New Member Record	Home pastor and Headquarters pastor	FCA Secretary	V1 Chapter 5
HEADQUARTERS				
H-1	Declaration and Recognition of Headquarters ★	The apostle and the Headquarters pastor	FCA Secretary; every FCA church	V1 3.3–3.5
H-2	Headquarters Move Notice	President	Every FCA church	V1 3.4
H-3	Delegate Handoff Record	Delegate and outgoing pastor	FCA Secretary	V1 3.4
COUNCIL, CHAIRPERSON AND OFFICERS				
C-1	Officer Application ★	Applicant	FCA Secretary	V1 12.2; V2 4.2–4.3
C-2	Officer Commissioning ★	Secretary	Officer and FCA Secretary	V1 12.2; V2 4.2

C-3	Notice of a Council Meeting ★	Secretary	Every FCA church; FCA Secretary	V2 5.1–5.3
C-4	Agenda Item Request	Two churches	FCA Secretary	V2 5.2
C-5	Call for a Special Meeting	The churches calling the meeting	FCA Secretary	V2 5.1
C-6	Council Meeting Sheet and Minutes ★	Secretary	FCA Secretary; every church	V2 5.3–5.4, 6.4, Appendix B
C-7	A Job Named by the Council	Secretary	The person named and FCA Secretary	V2 4.5
C-8	Election of the Chairperson	Secretary	FCA Secretary	V1 12.1; V2 3.3–3.4
RULINGS, APPEALS AND CHANGE				
R-1	Ruling of the Chairperson ★	Chairperson	Every FCA church; FCA Secretary	V2 7.1–7.2
R-2	Appeal to the Chairperson	The church or person appealing	Chairperson (confidential)	V2 7.3–7.4
R-3	Record of a Three-Quarters Vote	Secretary	Every FCA church; FCA Secretary	V2 6.1, 7.2, 8.1, 8.3
R-4	Proposal to Change the Rules	The churches proposing	Every FCA church; FCA Secretary	V2 8.1–8.2
STANDING AND SAFETY				
S-1	Concern or Incident Report ★	Anyone	FCA Secretary (confidential)	V1 14.3; V2 6.4
S-2	Notice of Falling Behind	Secretary	Church and FCA Secretary	V1 13.4; V2 8.3
S-3	Suspension and Council Decision	President and Council	FCA Secretary (confidential)	V1 14.4, Appendix B; V2 8.3
S-4	Notice of Withdrawal	Pastor	Church and FCA Secretary	V1 13.5

THE FIVEFOLD CHURCH ALLIANCE · JOINING

Application to Enter the Covenant

A church asks to be received into The Fivefold Church Alliance.

J-1

Serves: V1 13.1 · **Filled in by:** Pastor · **Kept by:** FCA Secretary

CHURCH

Church name _____ Year founded _____

Street address _____ City _____ State _____ ZIP _____

Church phone _____ Church email _____ Legal registration (if any) _____

PASTOR

Pastor's name _____ Years as pastor here _____

Mobile _____ Email _____

OUR CHURCH TODAY

Average weekly attendance _____ Members on roll _____ Current Sunday start time _____

Service block (V1 9.2: a church being helped holds C) ☐ A 9:00 ☐ C 12:30 ☐ D 3:00 ☐ E 5:00

Carried by our own people ☐ Apostolic ☐ Prophetic ☐ Evangelistic ☐ Pastoral ☐ Teaching ☐ Music

We believe our state is ☐ Being helped ☐ Steady ☐ Helping

What help would strengthen our church most?

What could our church offer other FCA churches?

Proposed delegate ☐ The pastor ☐ Another member (named on D-1)

Entering the Covenant costs no dues. A church is received by vote of the Delegate Council, signs the Covenant (J-2), and its membership begins when its delegate is stationed.

Pastor _____ Date _____

FCA USE

Received by _____ Date _____ Recorded in _____

Council decision ☐ Received ☐ Not received

Starting state _____ Council meeting date _____

After completion, turn in to Headquarters.

The Covenant *between this church and the churches of the Fivefold Alliance*

J-2

Serves: Volume One, 2.1–2.4 and 13.1 · **Signed by:** the pastor and a church officer, and received for the Fivefold Alliance · **Kept by:** the church and the FCA Secretary · Replaces the earlier "Alliance Commitment".

> *"Two are better than one; because they have a good reward for their labour. For if they fall, the one will lift up his fellow." Ecclesiastes 4:9–10*

Church _____ Pastor _____ Date _____

Our church enters the Covenant of The Fivefold Church Alliance: a covenant among churches to live as the one Body we already are. We do not join an organization that sits over us. We make a promise to the churches beside us, and they make the same promise to us. It is written here so that there is never confusion about what was agreed.

1. WHAT OUR CHURCH GIVES

1. **Our faith in common.** We affirm the Statement of Faith (Appendix A).
2. **Our conduct.** Everyone we send in FCA service signs and keeps the Code of Conduct (Appendix B).
3. **One of our own.** We station a delegate at Headquarters at least three Sundays a month, unless our delegate has retired by bringing in a new member (4.1, 4.5).
4. **Our hour.** We hold our main Sunday service in our assigned service time block (9.2).
5. **Our reach.** We seek to add at least one new member to Headquarters each year, through evangelism only (Chapter 5).
6. **Our help.** We give when we can and receive when we must, without pride in the first or shame in the second (2.6).
7. **Our record.** We send our Church Growth Tracker (G-1) each season.

2. WHAT OUR CHURCH MAY ASK

1. **Training.** Free training at Headquarters for our people (8.4).
2. **Help in need.** Workers who teach, train and build, freely given. We will never be asked what we can pay (8.4).
3. **A voice.** One seat and one vote on the Delegate Council, the same as every church (11.1).
4. **A path.** If we are being helped, a clear way to the Restoration Mark, verified and presented publicly (Chapter 10).
5. **Care without a pastor.** If our pastor cannot act, help through the change under a written agreement, without our church being taken over (7.7).
6. **Our pastor's place.** Nothing the Fivefold Alliance does in our church goes around our pastor (7.6).

3. WHAT WE HOLD IN COMMON

- **Headquarters.** One church is the common place of the Covenant: declared under the leading of the Holy Spirit, not voted, and recognized by us in signing. There we gather, train and hold Council, and there what the churches share is gathered and sent. A place of service, not a throne: one vote, and no authority over us (Chapter 3).
- **The Delegate Council.** Our churches together, one vote each, decide where people, gifts and resources are sent (11.2).
- **The Chairperson and the officers.** The Chairperson presides over the Council and rules a decision out of order if it breaks this Covenant. The President and the officers carry out what the Council decides. None of them governs our church, and no person or church holds two of these seats (Chapter 12; Volume Two).

4. WHAT NONE OF US MAY DO TO ANOTHER

No church, no officer and no Headquarters may:

- govern another church (2.1, 3.2);
- recruit another church's members (5.1);
- pass money between churches, or sell help (8.4);
- take part in another church's internal decisions (7.5);
- claim another church's building or property (7.5);
- decide who is a minister in another church (15.2).

What stays ours. Our name, our leaders, our members, our decisions, our money and our property remain our own. **This Covenant asks no dues.** If the Delegate Council adopts the Financial Addendum, its terms are agreed and recorded separately.

5. HOW LONG

The Covenant is meant to last, because the Body lasts. A church that has been restored stays, to help the next. Our church may leave in peace at any time by giving thirty days' written notice, keeps everything that is its own, and may apply to return (13.5).

Our delegate _____ Assigned block _____ Starting state, set by the Council _____

6. SIGNED

Pastor _____ Date _____ Received for the Fivefold Alliance _____

Church officer _____ Date _____ FCA Secretary _____ Date _____

Received by vote of the Delegate Council on _____ Membership begins when the delegate is stationed, on _____

Service Block Assignment

Assigns a church its Sunday service time block.

J-3

Serves: V1 9.1–9.2 · **Filled in by:** Planning Department Secretary · **Kept by:** Church and FCA Secretary

Church _____ Pastor _____

Current start time _____ Requested block _____ Date of request _____

Church's state ☐ Being helped (Block C) ☐ Steady ☐ Helping

Assigned block ☐ A · 9:00 a.m. ☐ B · 10:30 a.m. (Headquarters) ☐ C · 12:30 p.m. ☐ D · 3:00 p.m. ☐ E · 5:00 p.m.

Approved start time (within 15 minutes of the block) _____ Effective date _____

Move-in deadline (new churches: six months) _____ Churches sharing this block _____

Reason for any variation

_____

_____

_____

Headquarters holds Block B, 10:30 to 12:00, and does not move. Every church being helped holds Block C, 12:30, so that its delegate can serve at Headquarters and still be home for its own service. Any other block is for a steady or helping church. Help begins when the church has moved into its hour.

Planning Department Secretary _____ Date _____

President (approval) _____ Date _____

Pastor (received) _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Delegate Appointment

The church appoints its stationed delegate.

D-1

Serves: V1 4.1–4.3 · **Filled in by:** Pastor · **Kept by:** Church and FCA Secretary

Church _____ Pastor _____

DELEGATE

Full name _____ Is the delegate the pastor? _____

Mobile _____ Email _____

Member of this church since _____ Start date at Headquarters _____

Area of service at Headquarters ☐ Worship / music ☐ Ushers / hospitality ☐ Teaching ☐ Prayer ☐ Sound / media ☐ Records / admin ☐ Other

Safety (V1 14.1) ☐ Will work with children or youth: background check (D-4) ☐ Adults only: three references (D-3)

The delegate is **stationed, not transferred**: they remain a member of the home church. They serve at Headquarters at least three Sundays a month, bring training home within 30 days of each seminar, and report monthly to the home pastor (D-8).

Council seat (V1 11.1) ☐ The delegate holds our seat ☐ Our seat is held by another person (D-5)

Pastor _____ Date _____

Delegate _____ Date _____

Received for the Fivefold Alliance _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Code of Conduct Signature

Signed by every officer, delegate and worker before serving.

D-2

Serves: V1 14.4, Appendix B · **Filled in by:** Officer, delegate or worker · **Kept by:** FCA Secretary

Name _____ Home church _____

Role ☐ Chairperson ☐ Officer ☐ Delegate ☐ Worker ☐ Named to a job by the Council

I have read the full Code of Conduct in Appendix B of Volume One, and I agree to keep it for as long as I serve the Fivefold Alliance. In summary, I will:

1. Be faithful and honest, in every record I keep.
2. Respect every church, its pastor and its order.
3. Never recruit another church's members.
4. Serve freely, and never ask a church for payment.
5. Keep children safe: never alone with a minor.
6. Report any concern of abuse or harm at once.
7. Keep confidences, except where safety or law requires.
8. Live in a way that honors Christ.
9. Take concerns to the right person, not to gossip.
10. Serve, and never govern, the churches.

When the Code is broken, the President may suspend the person from FCA service until the Delegate Council decides. A concern about the President goes to the Chairperson. The person may appeal to the Chairperson (R-2). The Council seeks restoration wherever possible, and safety always comes first.

Signature _____ Date _____

Received for the Fivefold Alliance _____ Date _____

After completion, turn in to Headquarters.

Three References

For officers, delegates and workers who serve adults only.

D-3

Serves: V1 14.1 · **Filled in by:** Applicant · **Kept by:** FCA Secretary (confidential)

Applicant _____ Home church _____

Serving as ☐ Officer ☐ Delegate ☐ Worker

References may not be family members. Give people who have known you at least two years.

REFERENCE 1

Name _____ Relationship _____ Years known _____

Phone _____ Email _____

Contacted by _____ Date _____ Recommends _____

REFERENCE 2

Name _____ Relationship _____ Years known _____

Phone _____ Email _____

Contacted by _____ Date _____ Recommends _____

REFERENCE 3

Name _____ Relationship _____ Years known _____

Phone _____ Email _____

Contacted by _____ Date _____ Recommends _____

Applicant _____ Date _____

Checked for the Fivefold Alliance _____ Date _____

After completion, hand directly to the FCA Secretary, in confidence.

Background Check Request

For anyone who will work with children or youth.

D-4

Serves: V1 14.1–14.2 · **Filled in by:** Applicant and Secretary · **Kept by:** FCA Secretary (confidential)

Applicant _____ Home church _____

Serving as ☐ Officer ☐ Delegate ☐ Worker

Children's or youth work to be done

_____

_____

_____

Screening provider used _____ Date requested _____

Important: the screening provider's own disclosure and authorization form must be completed and signed with this request. The law requires that form; this page is the internal FCA record only. Results are kept in confidence by the Secretary and shown only to those who must act on them.

Result ☐ Cleared ☐ Not cleared

Date of result _____ Renewal due (three years) _____

Applicant _____ Date _____

President or Secretary _____ Date _____

After completion, hand directly to the FCA Secretary, in confidence.

Council Seat Designation

Names who speaks for the church on the Delegate Council.

D-5

Serves: V1 11.1; V2 2.1 · **Filled in by:** Pastor · **Kept by:** FCA Secretary

Church _____ Pastor _____

Reason ☐ New church ☐ Delegate retired by evangelism (V1 4.5) ☐ Delegate is not our seat holder ☐ Change of seat holder

Seat holder's name _____ Role in church _____

Mobile _____ Email _____

Effective date _____ Replaces _____

The seat belongs to the church, never to the person and never to Headquarters. One person may not hold the seat of two churches. An officer or the Chairperson does not hold a church's vote while in office.

Pastor _____ Date _____

Seat holder _____ Date _____

Received for the Fivefold Alliance _____ Date _____

After completion, turn in to Headquarters.

Delegate Notification and Replacement

Changes a church's delegate. No waiting period is required.

D-6

Serves: V1 4.4 · **Filled in by:** Pastor · **Kept by:** Church and FCA Secretary

Church _____ Pastor _____

OUTGOING DELEGATE

Name _____ Last Sunday serving _____

NEW DELEGATE

Name _____ First Sunday serving _____

The new delegate completes D-1, D-2 and D-3 or D-4 before serving.

Technical role handover (optional overlap) ☐ Not needed ☐ Sound / media ☐ Records ☐ Music ☐ Other

Overlap from _____ to _____

Notes

_____

_____

_____

Pastor _____ Date _____

Received for the Fivefold Alliance _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Retirement Through Evangelism

Records a delegate's retirement by bringing in a new member.

D-7

Serves: V1 4.5, Chapter 5 · **Filled in by:** Delegate and Headquarters pastor · **Kept by:** FCA Secretary

Retiring delegate _____ Home church _____

THE NEW MEMBER

Name _____ Date joined Headquarters _____

How they came to faith or to the church

_____

_____

_____

Confirmation (required) ☐ New to the faith ☐ Had no church home

I confirm this person was not a member of another church when they joined. A transfer never counts.

Delegate's last Sunday at Headquarters _____

The home church then does not need to station another delegate. It keeps its seat and its vote, and names its Council seat holder on D-5. If Headquarters ever moves, it stations a delegate at the new Headquarters, or retires one again there.

Retiring delegate _____ Date _____

Headquarters pastor _____ Date _____

Home pastor _____ Date _____

After completion, turn in to Headquarters.

Delegate Monthly Report

The delegate's monthly report to the home pastor.

D-8

Serves: V1 4.1 · **Filled in by:** Delegate · **Kept by:** Home church

Delegate _____ Home church _____ Month _____

SUNDAY	SERVED AT HEADQUARTERS ✓	AREA OF SERVICE	NOTES
1			
2			
3			
4			
5			

TRAINING RECEIVED

SEMINAR OR TRAINING	DATE	BROUGHT HOME ON (WITHIN 30 DAYS)

FCA news and upcoming dates

Needs or concerns for the pastor

Delegate _____ Date _____

Home pastor _____ Date _____

Keep this form. It stays with your church.

Request for Help

A church asks the Fivefold Alliance for a worker or other support.

W-1

Serves: V1 7.3, 7.6 · **Filled in by:** Pastor · **Kept by:** Vice President

Church _____ Pastor _____

Phone _____ Current state _____

Area of need ☐ Apostolic ☐ Prophetic ☐ Evangelistic ☐ Pastoral ☐ Teaching ☐ Music
☐ Administration ☐ Youth / joint event ☐ Equipment / space

Describe the need

_____

_____

_____

Who in our church will be trained to carry this work?

_____

_____

Preferred days / times _____ Hoped-for start _____ Expected length _____

Type of help ☐ Teaching, training or building (a worker assignment) ☐ Performing at a service (V1 8.3)

Help is **freely given**. Our church will never be asked what it can pay, and no worker is paid by the church they serve. Nothing goes around the pastor: no help begins until the pastor has signed this request.

Pastor _____ Date _____

FCA USE

Received by _____ Date _____ Recorded in _____

Decision ☐ Go to W-2 ☐ Waiting for a worker ☐ Referred to Headquarters training

After completion, turn in to Headquarters.

Worker Assignment Agreement

Agreed in writing before any work begins.

W-2

Serves: V1 8.1–8.5 · **Filled in by:** Vice President, church and worker · **Kept by:** All three, and the FCA Secretary

Assignment no. _____ Church _____

Worker _____ Worker's home church _____

Ministry ☐ Apostolic ☐ Prophetic ☐ Evangelistic ☐ Pastoral ☐ Teaching ☐ Music ☐ Practical help

What will be taught or built

_____

_____

Who in the church is being trained (names)

_____

_____

Start date _____ End date _____ Hours per week _____ Sessions _____

How we will know the church can carry the work on its own

_____

_____

The worker teaches, trains and builds; they do not only perform. The worker serves under the receiving pastor and holds no office in that church. The work is freely given: the church pays nothing, and the worker asks nothing of the church. The Vice President places the worker and the President approves the assignment.

Receiving pastor _____ Date _____

Worker _____ Date _____

Worker's home pastor _____ Date _____

Vice President (placed) _____ Date _____

President (approved) _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Assignment Record

Kept by the receiving church through the assignment.

W-3

Serves: V1 8.5–8.6 · **Filled in by:** Receiving church and worker · **Kept by:** Church; copy to the Vice President

Assignment no. _____ Church _____

Worker _____ Month _____

DATE	HOURS	WHAT WAS TAUGHT OR BUILT	PEOPLE TRAINED

Progress toward the goal on W-2

Records are kept honestly (Code of Conduct, section 1). This record is not a claim for payment.

Worker _____ Date _____

Receiving pastor _____ Date _____

Keep this form. Send a copy to Headquarters.

Assignment Completion

Closes the circle: the church now carries the work.

W-4

Serves: V1 8.6 · **Filled in by:** Receiving pastor and worker · **Kept by:** Church and FCA Secretary

Assignment no. _____ Church _____

Worker _____ Started _____ Ended _____

What was taught or built

_____

_____

Who in the church now carries the work

_____

_____

The test (V1 8.1) ☐ The church can now do more on its own ☐ Not yet: more help is needed (new W-1)

What the worker's home church gave up to send them, and thanks to be given

_____

_____

A word from the receiving pastor

_____

_____

Receiving pastor _____ Date _____

Worker _____ Date _____

Vice President _____ Date _____

FCA USE

Reported to the Council on _____ Recorded in _____

After completion, turn in to Headquarters. Keep a copy.

THE FIVEFOLD CHURCH ALLIANCE · FORM

Pastoral Transition Agreement

P-1

Serves: Volume One, 7.6–7.7 · **Filled in by:** the church's officers, with the pastor where able, and the Fivefold Alliance · **Kept by:** the church and the FCA Secretary · **Signed before any help begins.**

Nothing the Fivefold Alliance does in a church goes around its pastor. When a church's pastor cannot act, this agreement records, in writing, exactly what the Fivefold Alliance will do to help the church through the change, so that there is no confusion about what was agreed. The Fivefold Alliance does not take the church over.

1. THE CHURCH

Name of the church _____ Date _____

Its pastor _____

☐ Away for a season (sickness, rest or family need) ☐ Unable to serve ☐ The church has no pastor

The pastor is expected back on (if known) _____

2. WHO IS ASKING

Name and office in the church _____

Name and office in the church _____

By what authority (bylaws, or a decision of the church or its board, and its date) _____

☐ The pastor has been told and agrees ☐ The pastor cannot be asked

3. WHAT THE FIVEFOLD ALLIANCE WILL SUPPLY

☐ Pulpit supply ☐ Pastoral care for the members ☐ Counsel to the officers

☐ Help as the church seeks and receives its pastor

Other, or limits on the above _____

Who will come _____ Their home church _____

From _____ until _____ Reviewed on _____

What stays with the church. Every decision of the church, its money, its property, its members and the choice of its own pastor stay with the church. Those who come serve as helpers under the FCA Code of Conduct. They do not hold the pastor's office, and the Fivefold Alliance never appoints a church's pastor.

4. WHEN THIS AGREEMENT ENDS

It ends when the pastor returns, when the church receives a new pastor, on the date above, or on thirty days' written notice from the church or the Fivefold Alliance, whichever comes first. A new agreement is signed if help is still needed.

5. SIGNATURES

Church officer _____ FCA President _____

Church officer _____ Helper who will come _____

Pastor, where able _____ Received by the Secretary _____

Delegate Council told on _____ Ended on _____ Reason _____

Church Growth Tracker

One season: 13 weeks, the 90 days of the Restoration Mark. Fill in one row after every Sunday main service.

G-1

Church _____ ☐ Winter ☐ Spring ☐ Summer ☐ Autumn Year _____ Block _____

WEEK		THE SERVICE				ATTENDANCE · DO NOT COUNT DELEGATES					ALSO COUNT			FORM FILLED BY
#	DATE	START TIME	PREACHER	MUSIC LIVE / TRACKS	ORDER OF SERVICE FOLLOWED ✓	ADULTS	YOUTH	CHILDREN	FIRST-TIME VISITORS	TOTAL	DELEGATES	MUSICIANS	NEW MEMBERS	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
Season totals				**Live: ___ of 13**										

Total = adults + youth + children + first-time visitors. Delegates are counted in their own column and never in the total (Restoration Mark: a total of 30 or more every week, Volume One 10.1). **Musicians** = musicians who served that day. **New members** are people who joined; none may be transferred from another church (Volume One 5.1).

Keep this form. Send a copy to Headquarters.

Season Summary

Complete at the end of the season. Send both pages to the FCA Secretary and keep a copy at your church.

G-1

Church _____ ☐ Winter ☐ Spring ☐ Summer ☐ Autumn Year _____

ATTENDANCE THIS SEASON

Season total _____ ÷ weeks _____ = average _____

Our state this year ☐ Being helped ☐ Steady ☐ Helping

GROWTH THIS SEASON (VOLUME ONE, CHAPTER 5)

First-time visitors _____ New members _____ Average musicians _____

☐ Yearly goal met: new member added to Headquarters Name _____ Date _____

RESTORATION MARK PROGRESS · CHURCHES BEING HELPED (VOLUME ONE, CHAPTER 10)

SIGN	IN PLACE ✓	SINCE (DATE)
1. Fivefold ministry present (our own people)		
2. Music at every service (live or tracks)		
3. Written order of service followed		
4. Governance documents in order		
5. 30 or more every week (not counting delegates)		

All five held since _____ Days held _____

☐ 90 days reached: ready for the Council's visit (G-3)

OUR FIVEFOLD MINISTRY AND MUSIC

Tick each ministry carried by the church's own people this season. FCA helpers do not count.

☐ Apostolic ☐ Prophetic ☐ Evangelistic ☐ Pastoral ☐ Teaching ☐ Music

What we need most _____

What we could send to another church _____

OUR PART IN THE COVENANT THIS SEASON

Our delegate _____ Sundays served at Headquarters _____ of 13

Help we received (worker, training) _____

Help we gave _____

Pastor _____ Church secretary _____ Date sent to the FCA Secretary _____

Yearly State Review

Completed with the Delegate Council at the yearly review.

G-2

Serves: V1 6.3–6.4; V2 5.6 · **Filled in by:** Pastor and Council · **Kept by:** Church and FCA Secretary

Church _____ Year _____ Review date _____

Average weekly attendance (from G-1) _____ Delegate stationed three Sundays a month? _____

STRENGTHS AND NEEDS

AREA	OUR OWN PEOPLE CARRY IT ✓	STRENGTH	NEED
Apostolic			
Prophetic			
Evangelistic			
Pastoral			
Teaching			
Music			
Administration			

Growth goal this year (V1 Chapter 5) ☐ Met: new member added to Headquarters
☐ Not met: evangelism support offered

Covenant kept this year ☐ Yes ☐ In part (note below)

State for the coming year ☐ Being helped ☐ Steady ☐ Helping

Help the Fivefold Alliance will send to us

Help we will send (helping churches)

A church does not vote on its own state. It speaks first, and then the other churches decide (V2 6.3).

Pastor _____ Date _____

For the Delegate Council _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Restoration Mark Verification

The Council's checklist and visit report.

G-3

Serves: V1 Chapter 10 · **Filled in by:** Visitors named by the Council · **Kept by:** Church and FCA Secretary

Church _____ Visit date _____

Visited by _____

SIGN OF RESTORATION	EVIDENCE SEEN	MET ✓
1. Fivefold ministry carried by the church's own people		
2. Music at every regular service		
3. Written order of service followed		
4. Governance documents in order		
5. 30 or more weekly for 90 days (not counting delegates)		

GOVERNANCE CHECKLIST (SIGN 4)

☐ Legal registration where required ☐ Church bank account, two signers ☐ Bylaws or constitution
☐ Secretary and treasurer named ☐ Membership roll ☐ Offerings counted by two ☐ Monthly financial report
☐ Business meeting minutes

90-day period from _____ to _____ G-1 sheets reviewed _____

Council decision ☐ Restoration Mark received: state changes to steady ☐ Not yet: signs still needed

Presented publicly at (gathering) _____ Date _____

For the Delegate Council _____ Date _____

Pastor _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

New Member Record

Records a new member brought to Headquarters through evangelism.

G-4

Serves: V1 Chapter 5 · **Filled in by:** Home pastor and Headquarters pastor · **Kept by:** FCA Secretary

Bringing church _____ Year _____

New member's name _____ Date joined Headquarters _____

Brought by _____ Is this a delegate retirement? (D-7) _____

How they were reached

_____

_____

_____

Confirmation (required) ☐ New to the faith ☐ Had no church home

This person was not a member of another church. Transfers never count toward the growth goal (V1 5.1).

If a new believer chooses to stay in the church that reached them, record it here too: that church has kept its commitment to evangelize.

Where the new believer is now a member ☐ Headquarters ☐ The church that reached them

Home pastor _____ Date _____

Headquarters pastor _____ Date _____

After completion, turn in to Headquarters.

Declaration and Recognition of Headquarters

Records how Headquarters was born, for the churches to recognize.

H-1

Serves: V1 3.3–3.5 · **Filled in by:** The apostle and the Headquarters pastor · **Kept by:** FCA Secretary; every FCA church

Headquarters church _____ Pastor _____

Address _____ Declared on _____

THE THREE THINGS THAT CAME INTO ALIGNMENT (V1 3.3)

1. The ministers who converged on this place (apostle, prophet, pastor, teacher: names)

_____

_____

2. The call that was given to form an alliance

_____

_____

3. The mission to help the churches, as given to the apostle

_____

_____

Under the leading of the Holy Spirit, I declare this place the Headquarters of The Fivefold Church Alliance, and consecrate it to the work.

The apostle _____ Date _____

WHAT HEADQUARTERS UNDERTAKES

☐ Meets from 10:30 to 12:00 and does not move its hour ☐ Hosts the delegates, the training and the Council
☐ Offers its training free to every church ☐ Holds one vote like every church

Headquarters is a place of service, not a throne. It trains; it does not govern. It is not voted, and it is not imposed: each church recognizes it by signing the Covenant (J-2).

Headquarters pastor _____ Date _____

Secretary (recorded) _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Headquarters Move Notice

Announces a move of Headquarters, if one is ever declared, at least six months ahead.

H-2

Serves: V1 3.4 · **Filled in by:** President · **Kept by:** Every FCA church

Date of notice _____ Move takes effect _____

Outgoing Headquarters _____ Incoming Headquarters _____

Seminar and training schedule during the change

_____

_____

_____

The move of Headquarters and the move of the delegates are separate. Each delegate stays at the outgoing church until they have trained a member of that church to carry their work (H-3), then moves to the new Headquarters.

DELEGATE	HOME CHURCH	ROLE AT HEADQUARTERS	REPLACEMENT BEING TRAINED	EXPECTED MOVE DATE

President _____ Date _____

Secretary _____ Date _____

Keep this form. It stays with your church.

Delegate Handoff Record

Confirms a delegate trained their replacement before moving.

H-3

Serves: V1 3.4 · **Filled in by:** Delegate and outgoing pastor · **Kept by:** FCA Secretary

Delegate _____ Home church _____

Outgoing Headquarters _____ Role _____

Replacement (member of the outgoing church) _____ Training from _____ to _____

What was taught

_____

_____

_____

_____

Replacement can carry the work alone ☐ Yes ☐ Not yet

Delegate's first Sunday at the new Headquarters _____

Delegate _____ Date _____

Replacement _____ Date _____

Outgoing pastor _____ Date _____

After completion, turn in to Headquarters.

Officer Application

A person agrees or applies to serve as a volunteer officer.

C-1

Serves: V1 12.2; V2 4.2–4.3 · **Filled in by:** Applicant · **Kept by:** FCA Secretary

Name _____ Home church _____

Mobile _____ Email _____

I am ☐ A founding officer: a leader of a founding church, serving since Headquarters was born
☐ Applying after the founding

Office ☐ President ☐ Vice President ☐ Secretary ☐ Planning Department Secretary
☐ Treasurer (only where the Financial Addendum is adopted)

Why I wish to serve

_____

_____

Experience that prepares me for this office

_____

_____

_____

Requirements ☐ Member in good standing of an FCA church ☐ Will sign the Code of Conduct (D-2)
☐ Three references (D-3) or background check (D-4)

Balance (V2 4.3) ☐ My church is not the Headquarters church or the Chairperson's church (President)
☐ I hold no other office that checks this one

Officers are volunteers. They serve two-year terms, no more than two in a row in the same office. They carry out what the Council decides, hold no vote, and govern no church.

Applicant _____ Date _____

Home pastor (recommendation) _____ Date _____

FCA USE

Received by _____ Date _____ Recorded in _____

Council vote ☐ Confirmed ☐ Not confirmed

Term from _____ to _____

After completion, turn in to Headquarters.

Officer Commissioning

The Council's record that an officer was confirmed and commissioned.

C-2

Serves: V1 12.2; V2 4.2 · **Filled in by:** Secretary · **Kept by:** Officer and FCA Secretary

Name _____ Home church _____

Office ☐ President ☐ Vice President ☐ Secretary ☐ Planning Department Secretary ☐ Treasurer

Confirmed by the Delegate Council on _____ Votes for _____ Against _____

Term begins _____ Term ends (two years) _____ Term number in this office _____

THE CHARGE

You are commissioned to carry out what the churches decide together. You are a servant of the Covenant, not a ruler of the churches. You hold no vote. You will keep honest records, respect every pastor, go around none of them, and lay this office down when your term ends or the Council asks.

THE OFFICER'S ANSWER

I accept this office as a volunteer. I am bound by the Covenant and the Code of Conduct. I will carry out the decisions of the Delegate Council and report to it at every meeting.

Officer _____ Date _____

Home pastor _____ Date _____

Secretary (vote recorded) _____ Date _____

Chairperson (commissioned) _____ Date _____

Commissioned with prayer at (gathering) _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Notice of a Council Meeting

Sent by the Secretary to every FCA church.

C-3

Serves: V2 5.1–5.3 · **Filled in by:** Secretary · **Kept by:** Every FCA church; FCA Secretary

Date of this notice _____ Sent to (church) _____

Kind of meeting ☐ Regular ☐ Yearly state review ☐ Special

Meeting date _____ Time _____ Place _____

Called by _____ To take part by telephone or video _____

Notice is sent at least **14 days** before a regular meeting or the yearly review, and at least **3 days** before a special meeting, saying what it is for.

MATTERS TO BE DECIDED

#	MATTER	BROUGHT BY	NEEDS (MAJORITY / TWO-THIRDS / THREE-QUARTERS)
1			
2			
3			
4			
5			
6			

To add a matter, a church with one other church agreeing sends form C-4 to the Secretary at least 7 days before the meeting. A meeting can decide only when more than half of the FCA churches are present.

Secretary _____ Date _____

Chairperson _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Agenda Item Request

Any church, with one other church agreeing, may put a matter before the Council.

C-4

Serves: V2 5.2 · **Filled in by:** Two churches · **Kept by:** FCA Secretary

For the Council meeting on _____ Date sent to the Secretary (at least 7 days before) _____

Church bringing the matter _____ Seat holder _____

Church agreeing _____ Seat holder _____

The matter, in one or two sentences

_____

_____

_____

What we ask the Council to decide

_____

_____

_____

This matter is about ☐ The shared work ☐ A church's state or membership ☐ An officer ☐ The rules (use R-4) ☐ Other

So that no matter can be kept off the agenda, a request made in time and signed by two churches is placed on it.

For the church bringing the matter _____ Date _____

For the church agreeing _____ Date _____

FCA USE

Received by _____ Date _____ Recorded in _____

Placed on the agenda of _____ As item no. _____

After completion, turn in to Headquarters.

Call for a Special Meeting

One-third of the churches may call the Council together.

C-5

Serves: V2 5.1 · **Filled in by:** The churches calling the meeting · **Kept by:** FCA Secretary

Date of this call _____ FCA churches in the Covenant today _____

What the meeting is for

_____

_____

_____

Proposed date _____ Place _____

CHURCHES CALLING THE MEETING (AT LEAST ONE-THIRD)

CHURCH	SEAT HOLDER (PRINT)	SIGNATURE	DATE

The Chairperson may call a special meeting at any time. When one-third of the churches call one in writing, the Secretary sends notice (C-3) at least 3 days ahead.

FCA USE

Received by _____ Date _____ Recorded in _____

One-third reached (number needed / number signed) _____ Notice sent on _____

After completion, turn in to Headquarters.

Council Meeting Sheet and Minutes

One sheet for every meeting of the Delegate Council.

C-6

Serves: V2 5.3–5.4, 6.4, Appendix B · **Filled in by:** Secretary · **Kept by:** FCA Secretary; every church

Date _____ Place _____ Kind of meeting _____

Presiding _____ Secretary _____

Churches in the Covenant _____ Churches present _____ Can the meeting decide? (more than half) _____

Reports heard ☐ President ☐ Vice President ☐ Secretary ☐ Planning Secretary ☐ Treasurer (if any)

#	MATTER	BROUGHT BY	FOR	AGAINST	DECIDED
1					
2					
3					
4					
5					
6					
7					

Help to be sent, and to which church

_____

_____

Rulings or appeals reported by the Chairperson _____

Next meeting _____ Minutes sent to every church on _____

One church, one vote. How each church voted is recorded on the back. A tie does not pass.

Secretary _____ Date _____

Chairperson _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

A Job Named by the Council

A person, a job and a length of time. No standing rank is created.

C-7

Serves: V2 4.5 · **Filled in by:** Secretary · **Kept by:** The person named and FCA Secretary

Person named _____ Home church _____

The job ☐ Lead this year's training ☐ Verify a Restoration Mark (G-3)
☐ Stand with a church through the loss of its pastor (P-1) ☐ Help settle a dispute ☐ Other

The job, in plain words

_____

_____

_____

Begins _____ Ends _____ Reports to _____

What the person may do, and what they may not

_____

_____

_____

When the job ends, the role ends. The person named holds no office and no vote by this naming, serves under the pastor of any church they enter, and signs the Code of Conduct (D-2).

Named by the Delegate Council on _____ Votes for _____ Against _____

Person named _____ Date _____

Home pastor _____ Date _____

Secretary _____ Date _____

Chairperson _____ Date _____

FCA USE

Job ended on _____ Reported to the Council on _____

After completion, turn in to Headquarters. Keep a copy.

Election of the Chairperson

Used after the founder lays the seat down, and at the end of each term.

C-8

Serves: V1 12.1; V2 3.3–3.4 · **Filled in by:** Secretary · **Kept by:** FCA Secretary

Reason ☐ The founder has laid the seat down ☐ A term has ended ☐ The seat fell empty

Council meeting date _____ Presiding for this vote (a delegate chosen by the Council) _____

THOSE PUT FORWARD (FROM AMONG THE FCA CHURCHES)

NAME	HOME CHURCH	VOTES

Balance (V2 1.2) ☐ Not the President's church ☐ Holds no other office

Elected _____ Term begins _____ Term ends (two years) _____

Term number (no more than two in a row) _____

The Chairperson presides, calls the Council together, rules a decision out of order when it breaks the Covenant, settles what the Covenant means, and hears appeals. The Chairperson has no vote, handles no money, carries out no daily work, and has no say inside any church.

I accept the seat. I am bound by the Covenant like every church and every officer.

Chairperson elected _____ Date _____

Delegate who presided _____ Date _____

Secretary _____ Date _____

After completion, turn in to Headquarters.

Ruling of the Chairperson

A decision is ruled out of order because it breaks the Covenant.

R-1

Serves: V2 7.1–7.2 · **Filled in by:** Chairperson · **Kept by:** Every FCA church; FCA Secretary

Ruling no. _____ Date of this ruling _____

The decision ruled on _____ Made by the Council on (within 30 days) _____

The decision, as recorded in the minutes

_____

_____

_____

The part of the Covenant that is broken (J-2, parts 2 and 4) ☐ One church governing another
☐ Recruiting another church's members ☐ Money passing between churches, or help sold
☐ Taking part in a church's internal decisions ☐ Claiming a church's property
☐ Deciding who is a minister in another church ☐ Going around the pastor ☐ Other part (named below)

How the decision breaks it

_____

_____

_____

_____

The decision is set aside and the matter returns to the Council to decide again. The Chairperson does not put a decision of his own in its place, and does not rule against a decision because he would have chosen differently. The Council may overturn this ruling by three-quarters of all the FCA churches (R-3).

Chairperson _____ Date _____

FCA USE

Given to every church on _____ Council decided again on _____

After completion, turn in to Headquarters. Keep a copy.

Appeal to the Chairperson

A church or a person who believes they have been wronged asks to be heard.

R-2

Serves: V2 7.3–7.4 · **Filled in by:** The church or person appealing · **Kept by:** Chairperson (confidential)

Appeal brought by _____ Church _____

Phone _____ Date sent (within 30 days of the decision) _____

What is appealed ☐ Our membership was ended ☐ Our vote was set aside ☐ I was suspended from FCA service
☐ A decision or an act broke the Covenant toward our church

The decision or act _____ Date _____

What happened

_____

_____

_____

_____

What I ask the Chairperson to do

_____

_____

The Chairperson hears both sides and answers in writing within 30 days. Where anyone's safety is at risk, a suspension stays in force while the appeal is heard. The aim of every appeal is restoration wherever it is possible (Galatians 6:1).

Person appealing _____ Date _____

THE CHAIRPERSON'S ANSWER

Both sides heard on _____ Answered on _____

Answer ☐ Upheld: the matter returns to the Council ☐ Not upheld ☐ Settled by agreement

Reasons

_____

_____

Chairperson _____ Date _____

After completion, hand directly to the Chairperson, in confidence.

Record of a Three-Quarters Vote

To overturn a ruling, change the Covenant, or set aside an act of the Chairperson.

R-3

Serves: V2 6.1, 7.2, 8.1, 8.3 · **Filled in by:** Secretary · **Kept by:** Every FCA church; FCA Secretary

This vote is to ☐ Overturn a ruling of the Chairperson (R-1 no. ____) ☐ Change the Covenant (R-4)
☐ Set aside an act of the Chairperson

Council meeting date _____ Presiding _____

The question put to the churches

_____

_____

All FCA churches in the Covenant (present or not) _____ Three-quarters of that number _____

CHURCH	SEAT HOLDER	FOR ✓	AGAINST ✓	ABSENT ✓

Total for _____ Total against _____ Absent _____

Result ☐ Passed: three-quarters of ALL churches voted for ☐ Did not pass

This vote counts every church in the Covenant, not only those in the room. An absent church cannot be voted for by another. When the question is an act of the Chairperson, a delegate chosen by the Council presides for that part of the meeting.

Secretary _____ Date _____

Presiding _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Proposal to Change the Rules

For a change to the Covenant, Volume One, Volume Two or the Financial Addendum.

R-4

Serves: V2 8.1–8.2 · **Filled in by:** The churches proposing · **Kept by:** Every FCA church; FCA Secretary

Document to be changed ☐ The Covenant (three-quarters of all churches) ☐ Volume One (two-thirds of votes cast) ☐ Volume Two (two-thirds) ☐ The Financial Addendum (two-thirds)

Section or part _____ Proposed by (two churches) _____

The words as they stand now

_____

_____

_____

The words proposed

_____

_____

_____

Why

_____

_____

Not open to change by any vote: no church governs another; no one recruits another church's members; no money passes between churches and no church buys help; no one takes part in another church's internal decisions; no one claims another church's property; every church holds one vote.

Read to the Council on (the Covenant only) _____ Voted on, on _____

Votes for _____ Against _____ Result _____

For the churches proposing _____ Date _____

Secretary _____ Date _____

Chairperson _____ Date _____

After completion, turn in to Headquarters. Keep a copy.

Concern or Incident Report

Report any concern about abuse or harm at once.

S-1

Serves: V1 14.3; V2 6.4 · **Filled in by:** Anyone · **Kept by:** FCA Secretary (confidential)

If a child or anyone is in danger, call 911 first. Report abuse to the authorities as the law requires, then to the FCA President. If the concern is about the President, report to the Chairperson. Never handle it privately.

Your name _____ Phone _____

Date of concern _____ Time _____ Place / church _____

People involved (names or roles) _____

A child or youth is involved ☐ Yes ☐ No

What happened or what was seen (facts only)

_____

_____

_____

_____

_____

Action already taken

_____

_____

Authorities contacted _____ Agency and report no. _____

Person reporting _____ Date _____

FCA USE

Received by _____ Date _____ Recorded in _____

Received by President (or Chairperson) _____ Date _____

Action ☐ Suspension (S-3) ☐ Council informed ☐ Closed

After completion, hand directly to the President, in confidence.

Notice of Falling Behind

Sent when a church has had no stationed delegate for three months.

S-2

Serves: V1 13.4; V2 8.3 · **Filled in by:** Secretary · **Kept by:** Church and FCA Secretary

Date _____ To (church) _____

Pastor _____ Last Sunday a delegate served _____

Our records show that your church has had no stationed delegate at Headquarters for three months, and has not retired its delegate by bringing in a new member (V1 4.5).

Until your church is current again, it does not vote on the Delegate Council and receives no new worker assignments. If it remains behind for six months, the Council may end its membership. **We want your church to stay.** Please contact us to talk about what would help.

What is making it hard, and the arrangement agreed

_____

_____

_____

_____

Your church may appeal to the Chairperson if it believes this notice is mistaken (R-2). This notice is not about money: the Covenant asks no dues.

FCA Secretary _____ Date _____

Pastor (received) _____ Date _____

FCA USE

Received by _____ Date _____ Recorded in _____

Current again on _____ Or referred to the Council on _____

After completion, turn in to Headquarters. Keep a copy.

Suspension and Council Decision

Records a suspension from FCA service and the Council's decision.

S-3

Serves: V1 14.4, Appendix B; V2 8.3 · **Filled in by:** President and Council · **Kept by:** FCA Secretary (confidential)

Person _____ Role _____ Home church _____

Related report (S-1) date _____ Suspended on _____

Section of the Code concerned _____

Summary of the matter

_____

_____

_____

_____

Worker assignment paused ☐ Yes ☐ No / not a worker

Home pastor told on _____ Council meeting date _____

Votes for _____ Against _____ (a vote about a named person is by written ballot) _____

Council decision ☐ Restored to service ☐ Restored with conditions ☐ Removed from FCA service

Conditions or restoration plan (Galatians 6:1)

_____

_____

_____

The person may appeal to the Chairperson within 30 days (R-2). Where a child's or another person's safety is at risk, a suspension stays in force while the appeal is heard: safety comes first.

President _____ Date _____

Secretary _____ Date _____

After completion, hand directly to the FCA Secretary, in confidence.

Notice of Withdrawal

A church leaves in peace with thirty days' notice.

S-4

Serves: V1 13.5 · **Filled in by:** Pastor · **Kept by:** Church and FCA Secretary

Church _____ Date of notice _____

Pastor _____ Last day of membership (30 days) _____

Reason (optional)

_____

_____

_____

Checklist ☐ Open worker assignments closed ☐ Delegate notified ☐ Council seat released
☐ Service block released

The church keeps everything that is its own: its name, its leaders, its members, its money and its property. It owes nothing, and it may apply to return.

A word of blessing or feedback for the Fivefold Alliance (optional)

_____

_____

_____

_____

Pastor _____ Date _____

Church officer _____ Date _____

Received for the Fivefold Alliance _____ Date _____

After completion, turn in to Headquarters. Keep a copy.