

Guide to Services

Assisting Foursquare Districts and Churches
Fulfill the Great Commission



11/1/2020

1.1 Guide to Contents

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1.2 MP and AR FORMS TABLE OF COMMON TRANSACTIONS

There are many administrative transactions related to the ministry of local churches and ministers and the Districts are involved in helping facilitate many of them, as summarized in the table on the following page, organized according to Form, which provides a brief description of each transaction, who completes/signs it and the corresponding section this Guide to Services.

In some cases, the District provides a blank form to the Church for the Church to complete and return. In some cases, the District completes all or a portion of the form on behalf of the Church, and there is some flexibility among the districts regarding the particulars.

Most forms are signed by the Senior Pastor or the District Supervisor or both, although in many cases the form is completed by someone acting on behalf of the Senior Pastor or District Administrator before it is signed. Some forms are also signed by others, such as the Church Council or the District Ethics Committee.

In most cases, the District is the gateway to access of the forms, to minimize confusion about expectations and requirements and to maximize context and instruction in providing the best possible service to our ministers and churches. In other words, most of these forms are not readily available online to our ministers, churches or the general public, but rather are requested from the District via website, email or phone call.

Most of the forms are presented to the ICFG Board for either approval or recognition, as required by our Bylaws and/or Handbook for the Operation of Foursquare Churches and/or Board Policy and/or NCO Policy and/or Operations Policy.

Some of the forms are standalone and some are combined in a PDF Package with other forms, typically named according to the primary form for a given transaction for presentation to the Board.

MP and AR Forms Table of Common Transactions

The following Forms (along with this Guide to Services) are stored on ShareFile in PDF format, and are accessible through the District Administrator's Toolkit.

Form	Description	Completed/Signed by:	GTS Section Number(s)
MP-1	License Application	License Applicant	4.1, 4.2
MP-1a	Ordination Application	Ordination Applicant	4.6
MP-2	License Recommendation	Recommender	4.2.2
MP-4	District Supervisor Recommendation	Senior Pastor, District Supervisor	4.2.24
MP-5	License Interview Worksheet	License Interview Panel District Supervisor	4.2.24
MP-7.8	Senior Pastor Appointment	District Supervisor	5.5, 5.6
MP-9.10	Assisting Minister Appointment	Senior Pastor	5.5, 5.6
MP-11	Minister's Benevolent Fund	Licensed Minister, District Supervisor	4.7.9
MP-14	Divorce Questionnaire	License Applicant	4.9
MP-15	Divorce Report	District Ethics Committee, District Supervisor	4.9
MP-16a	Background Check (or MP-1) Criminal Item Questionnaire	License Applicant	4.3, 4.9
MP-16b	Background Check (or MP-1) Credit Item Questionnaire	License Applicant	4.3, 4.9
MP-16c	Dismissal Questionnaire	License Applicant	4.3, 4.9
MP-17a	Background Check (or MP-1) Criminal Item Report	District Ethics Committee, District Supervisor	4.3, 4.9
MP-17b	Background Check (or MP-1) Credit Item Report	District Ethics Committee, District Supervisor	4.3, 4.9
MP-17c	Dismissal Report	District Ethics Committee, District Supervisor	4.3, 4.9
MP-20	Commendation/Retirement	Licensed Minister, District Supervisor	5.4.4.d
AR-1a, SS-4	Charter/District Church Registration, EIN Application	Senior Pastor, District Supervisor Senior Pastor	5.8.3
AR-1c	Covenant Church Registration	Senior Pastor, Church Board, District Supervisor	5.8.4
AR-1d	Community Church Registration	Senior Pastor, District Supervisor	5.8.5
AR-2	Church Closure	District Council, District Supervisor	5.10
AR-4	Church Anniversary/Dedication	District Supervisor	
AR-8	Church Charter	Senior Pastor, Church Council, District Supervisor	
AR-8c	Charter to Covenant Church Transition	Senior Pastor, Church Council, District Supervisor	5.8.6
AR-10	Legal Name Change	Senior Pastor, District Supervisor	5.15
AR-20	Slogan Name Change	Senior Pastor, District Supervisor	5.14, 5.15

1.3 District Personnel – Digital Access Information

1. There are multiple databases and resources which require username and password, access to which is arranged by:
 - a. The Foursquare Hub – Credentials Department Manager
 - b. FileHold – Credentials Administrator
 - c. ShareFile – Credentials Administrator
 - d. CastleBranch – Credentials Administrator
 - e. Polity Course – Credentials Administrator

2. The Foursquare Hub
 - a. National Database of U.S. Churches and Licensed Ministers
 - b. Managed by Credentials Department Manager
 - c. Standard Settings for District Personnel, assigned by the IT Department
 - i. Full User
 - ii. DistrictManagerEdit or DistrictManagerView
 - iii. OnBehalfOf
 - iv. FullEntryEdit
 - d. Other

3. FileHold
 - a. Archives
 - b. Managed by Archives Manager

4. ShareFile
 - a. Common Storage of digital files shared by Central Office and District Personnel
 - b. Managed by IT Department Manager

5. CastleBranch
 - a. Background Check Provider for License Applicants
 - b. Managed by Credentials Administrator

6. Polity Course
 - a. License Applicant Requirement
 - b. Managed by NCO Education Manager

1.4 District Personnel – The Foursquare Hub

1. Organization Administrator Assignment in The Foursquare Hub
 - a. Organization Administrator is an Assignment at the Church Level necessary to enable a church user to enter FMCR's or make payments on behalf of another.
 - b. Organization Administrator is only used at the Church Level. Its use at the Division, Area or District Level actually restricts access to information, and is often the explanation for mysterious changes in access.
2. Notes in The Hub
 - a. Organizations and Individuals have a Notes Section under the About Tab.
 - b. The Notes Section only appears for those with Manager Access (Central Office and District Personnel).
 - c. What are the guiding principles regarding information in the Notes Sections and where it may lead?
 - i. We do not store confidential information itself in our database.
 - ii. We do store historical information as well as alerts and/or concerns to check elsewhere.
 - iii. We do store information about items that have been resolved, not items that are in process and would require updates to the Notes Section.
 - d. What are examples of information to be stored in the Notes Section?
 - i. "IRS Notices for 2011, 2012 and 2013 for delinquent payroll taxes...matter resolved."
 - ii. "Please see concerns indicated on MP-10, dated 10/5/2010."
 - iii. "Board Condition of ET Ordination Reinstatement: No Senior Pastor Appointment for at least 3 years from date of Reinstatement, i.e. until after 12/8/2019."
 - e. What is the minimum info to be stored?
 - i. Topic
 1. Licensing
 2. Finances
 3. Payroll
 4. Miscellaneous
 - ii. Date (assigned by system)
 - iii. Note (We will request "info" button display in The Hub, along with example from par. d.)
 1. Limit comments to 50 words, if possible.
 2. Reference other document, if applicable.
 3. Include date of occurrence.
 4. Record resolved issues and points of accountability, not unresolved issues or vague concerns.
 5. Include name of person who is making the comment.
 6. Include name [Username Stamp] of person making the data entry.
 - f. What resources do we have to record and/or check such concerns?
 - i. Check ShareFile/FileHold for comments on End of Appointment Forms (MP-8, MP-10).
 - ii. Recognize that Credential Type of "License Inactive" means to check Personal Activity Records.
 - iii. Place Notes in Notes Section to alert others to historical information.

3. Data Incompleteness and Inaccuracies
 - a. The data in our database is drawn from many sources.
 - b. Some of the data in our database is incomplete and/or inaccurate for a number of reasons.
 - c. Additional and/or accurate information may come from a variety of sources.
 - i. ShareFile/FileHold Documents.
 - ii. Board Results Emails.
 - iii. Board Resolutions.
 - iv. Individual Personal Files.
 - d. When we become aware of additional and/or accurate information we update the database accordingly.
 - i. The District Administrator is empowered to make judgment calls based on the information provided.
 - ii. If in doubt, the District Administrator will consult with the Corporate Secretary's Office for direction.
 - iii. If doubt remains, the Corporate Secretary will make the final decision.
 - e. Other

4. Annual Report and Church Directory
 - a. To help facilitate the Annual Report and Church Directory, there is now a Freeze Date of January 31, 2020 regarding data entry into The Hub with an Effective Date of 12/31/2019 or earlier.
 - b. This includes the following:
 - i. Appointment Begin Dates (e.g. Pastoral Transitions)
 - ii. Appointment End Dates (e.g. Inactive Ministers)
 - iii. Member Type Dates (e.g. Inactive Ministers)
 - c. Exceptions include:
 - i. Deceased Dates
 - ii. Board Approved Transactions

1.5 District Personnel – Board Transactions

1. Board Transaction Presentation Timeline
 - a. District posts transactions to ShareFile by Friday, 8am Pacific.
 - b. CSO notifies District of any necessary corrections by Friday, Noon Pacific.
 - c. District posts corrections to ShareFile by Monday, 4pm Pacific.
 - d. CSO confirms that corrections are complete by Tuesday, Noon Pacific OR moves the transaction to the following week's folder, notifying the District accordingly.
2. Executive Track Story Page Components
 - a. Reason
 - i. Why the Transaction is Executive Track
 - ii. Policy Requirement that is not being met
 - b. Explanation
 - i. Why an Exception to the Policy is being requested
 - ii. Circumstances and Factors that warrant an Exception
3. Executive Track General Supervisor Approval
 - a. Executive Track Transactions require approval of the General Supervisor to present to the Board.
 - b. The request should include both the Story Page (DOC file) and the Story Page, Corresponding Form and Supporting Documentation (PDF package).
 - c. The request should be cc'd to the Corporate Secretary, Credentials Manager and Credentials Administrator to provide awareness and the opportunity to review the transaction for completeness and accuracy.
 - d. After receiving General Supervisor approval, please append corresponding email thread to PDF package.
4. Other

2.1. FINANCIAL: Financial Transaction Summary

Interaction between District Supervisor/Office and
Central Offices

Action	District Supervisor/Office	Central Offices
1. Request	Supervisor determines need for fund allocation and confirms availability of funds.	
2. Direction	District specifies recipient and form of distribution.	
3. Distribution	District distributes funds per Supervisor's instructions.	
4. Filing	District maintains financial files.	
5. Reporting	District prepares reports.	
6. Auditing		Accounting Department monitors and reviews reports.

2.2. FINANCIAL: Basic Elements and Common Transactions

1. Monthly Allocations and Check Requests The District Monthly Allocation comes from ICFG to the District on the first business day of the month, where the funds are maintained and disbursed as indicated by the District Supervisor, via check request. The amount of the deposit to the District checking account is reduced by the average payroll of the District.
2. Standard Check Request Process Most check requests follow a similar process:
 - a. District Supervisor determines a financial need.
 - b. District completes a check request which should include the following:
 - i. Payee, dollar amount and account codes (a following page in this guide includes a copy of the standard check request form, and further sections of the Guide to Services provide the account codes).
 - ii. **Original** receipts, which indicate date, amount, purpose and account code expense is to be debited to.
 - iii. Authorizing Signature of the District Supervisor. (Digital signatures and stamps are acceptable.) The District will also process check requests which have been authorized by someone that the District Supervisor has designated in writing as authorized to sign on his/her behalf.
 - c. As an alternative to the check request, a District may use an Accounts Payable Stamp for invoices and/or bills where the Payee and Address are printed on the item AND when the item is to be booked to only ONE account. An Accounts Payable Stamp may not be used for reimbursements to individuals.
 - d. District processes check request, and issues check, usually within 48 hours.
3. Recurring Check Request For monthly payments that are the same every month, you can set up what we call a recurring check request. Here again, you indicate the payee, payment amount, expense category, payment authorization and then identify it as a "Recurring Check Request" in the "Comment" section of the check request. If an end date is not specified on the check request, the District will process the request automatically on a monthly basis until the District notifies them to stop.
4. Receipts and "quasi-receipts"
 - a. Generally Accepted Accounting Principles (GAAP) for Non-profits require that reimbursable expenses need original "receipts" that communicate date, amount and purpose, in one way or another. (Original receipts help prevent accidental double reimbursement. Original receipts are kept on file at the District, with the understanding that these receipts are available to the Central Office upon request. The basis for this approach is that the District is subject to audit on a regular basis.) The date and amount are usually already printed on the receipt. It is then necessary to record the purpose on the receipt, which is often communicated by a single phrase such as "NCO Meeting", which represents a commonly understood activity, or "Pastor Jones", who is known to be the pastor of a specific church and who is receiving counsel, care, discipleship, leadership, etc.

- b. Occasionally, there will be situations when the original receipt has been lost or destroyed. In these cases, a written explanation is required that documents the expense with all the information listed in point "a" above and the reason why the receipt is unavailable.
 - c. Most expenses will involve a receipt that is issued by the recipient, such as a rental car company or restaurant. However, there are several common cases when there is no receipt provided by the recipient, for example: tips, vending machines, luggage carts, etc. Typically these are smaller amounts of \$25 or less, and rarely more than \$10. In these cases it is still necessary to document the date, amount and purpose. Practically any written document will work, whether a note pad, a business card or even a line on the requisition form itself, as long as there is an indication of date, amount and purpose, and it is highly desirable to group multiple such expenses on one document. To recap, in the absence of a receipt from a vendor, a handwritten note will serve as a legitimate "quasi-receipt" as long as it is for \$25 or less.
 - d. An ATM slip will not serve as a "quasi-receipt" for two reasons. The first reason is that there is usually not enough information, even when there are notes written on the back. For example, when the notes include "Misc. \$20", that is the sort of thing that causes auditors to scream, and we don't want to make them scream. The second reason is that there is a possibility of double payment, should actual receipts also be turned in, and there's not really an effective way of knowing if that has happened. It's not a question of integrity or honesty, rather one of practicality.
5. ICFG auditing guidelines require us NOT to make credit card payments directly to a credit card company unless the credit card is in the name of the District.
- a. Consolidated Districts will be permitted to have a credit card for the District Supervisor in the name of the District, in which case the District will make checks payable directly to the credit card company.
 - b. If the District Supervisor uses a personal credit card for District expenses, the District will make the check payable to the District Supervisor. In this case, a Supervisor may find it useful to use one credit card for District purchases only.
 - c. Receipts corresponding to the items listed on the credit card statement are required, prior to payment by the District. The District makes payments in response to check requests and receipts.

6. District Emergency Fund, District Savings and Micro Grant Savings Accounts
 - a. District Emergency Fund, District Savings and Micro Grant Savings Account requests are processed through IFLF.
 - b. There is a minimum of \$200 per request in order to best steward and maximize the time and efforts of all involved. Requests are processed per church so multiple requests for a single church can be accumulated to reach the minimum.
 - c. District Supervisor sends a written request to IFLF, accompanied by a form which includes distribution instructions, and with a detailed explanation as to the intended purpose of the request. Usually, it is a single distribution, but occasionally a total amount is approved that is to be distributed over a period of months. In those cases, it is preferable to retain the undistributed funds at IFLF until the time of distribution, and the form will indicate the timing and amounts of multiple distributions.
 - d. If the request does not clearly fall within the scope of established policy or board resolution, then it also requires District Advisory Council approval, General Supervisor approval and Executive Track Board approval.
 - e. IFLF distributes the funds as requested by the District.
 - f. District records the financial transaction(s) as directed by IFLF.

7. Emergency Fund Approved Uses
 - a. Pastoral & Church Transitions
 - b. Property Related Emergencies
 - c. Camp Facilities
 - d. Loan Payments
 - e. Temp Closed Church Expenses (i.e. insurance, utilities, maintenance or repairs)
 - f. Crisis related expenses (i.e. medical, family, disaster, housing, counseling, death or any other board approved emergency)

8. District Savings “property needs of the districts”
 - a. Includes
 - i. Purchases of real property
 - ii. Construction
 - iii. Loan payments (principal and interest)
 - iv. Renovations
 - v. Repairs
 - vi. Property Taxes
 - vii. Property Insurance
 - viii. Property Maintenance
 - b. Excludes
 - i. Maintenance Equipment (tractors, lawnmowers, carpet shampooers, paint spray guns, snowblowers)
 - ii. Supplies
 - iii. Utilities
 - iv. Vehicles

9. District Supervisor Travel Expenses, directly related to a specific Local Church
Historically, there was a preference for coding such expenses to the costs of Leadership Development and to specific churches. However, the standard practice now is to charge such expenses to “Administration”.
10. District Supervisors and “Cash” gifts distributed on Missions Trips
 - a. Occasionally, a District Supervisor goes on a Missions Trip, and would like to bless National Leaders and/or Pastors with cash gifts (out of District funds) while there.
 - b. Here are the steps to follow, as outlined by our Accounting Department:
 - i. District makes the check payable to the District Supervisor, who then cashes the check and takes the cash on the trip.
 - ii. District Supervisor keeps a log of cash gifts given (date, recipient name, dollar amount) that will support the expenditures, so that it will not be taxable income.
 - iii. If the documentation is not submitted to the District at the end of the trip, the dollar amount will be included on a 1099.
11. District Supervisor Gifts and Honorariums
 - a. District Supervisors may receive compensation in a variety of ways.
 - b. The National Church Office approves an honor system under which District Supervisors may receive honorariums and gifts from District funds, as follows:
 - i. If the amount exceeds \$600, it will be reported by the District on a 1099 that is issued to the District Supervisor.
 - ii. Honorariums for District Events (Conferences, Camps, etc.) may be disbursed only from registration fees collected for those events to the extent that there are sufficient proceeds to pay an honorarium.
 - iii. Gifts (Birthday, Christmas, etc.) over \$1,000 may be disbursed from District funds only at the initiation of the District Advisory Council. Authorization of the check request by the District Supervisor or his/her designated representative will only be done following the “initiation and approval of the District Advisory Council”, a phrase to be recorded on the check request.
12. “Gifts” for District Conferences and other purposes
 - a. Generally speaking when an employer gives a financial distribution (check, cash, gift card) to an employee, it is taxable income and subject to inclusion on a W-2, regardless of whether it is called salary, stipend, gift, thank you, etc.
 - b. If a District gives a gift to a District employee, it is under the District EIN, not the Central Office EIN, thus it is included on the District 1096, and the District employee receives a 1099 from the District.
 - c. Districts may also choose to issue gift cards (or cash) to its Licensed Ministers, but strict documentation is required and checks must not be payable to cash.

13. District Payroll
 - a. All District Employees are enrolled in the ICFG payroll system.
 - b. District Supervisor payroll does not involve the use of District Funds, while other District Personnel are compensated via District Funds.

14. Divisional Superintendent Expenses/Stipends/Thank You's There are several ways to distribute funds to Divisional Superintendents, if you so choose.
 - a. If the funds are intended to cover/reimburse expenses, we recommend making the check payable to the church or Division (if the Division has its own checking account).
 - b. If the funds are intended for the personal benefit of the Divisional Superintendent, then we recommend making the check payable to the Divisional Superintendent, in which case we may issue a 1099 at the end of the year. (Please note that payments to individuals that are not reimbursements of expenses supported by receipts are treated as honorariums and includable in a 1099.)

15. Stop Payment on Checks ICFG policy for reissuing lost or stolen checks is:
 - a. Place a 12-month stop payment with bank.
 - b. Reissue the check.
 - c. Request in writing that the original check be returned if found.
 - d. Absorb the lumps, if necessary, if the check clears after 12 months.

16. Tithe Checks from non-Foursquare churches
 - a. Occasionally, a church that is considering becoming Foursquare or Fellowshiping sends a tithe check payable to ICFG.
 - b. If the church is intending to become Foursquare or Fellowshiping, and the District Supervisor so directs, we Ezra-register the church in order to generate a Church Code# so that we can deposit the tithe check and assign proper credit.
 - c. If the District Supervisor is not yet ready to direct us to Ezra-register the church, we will hold the check if necessary until he/she is ready to do so or other arrangements have been made.
 - d. If ICFG Accounting receives such a check, we recommend that it contact the District to determine the appropriate action.

17. Sales Tax Exemptions for Districts
 - a. Although California does not, some states allow Sales Tax Exemptions for non-profit organizations, and Church and Districts may benefit accordingly.
 - b. Regarding Sales Tax Exemption, a District typically has 2 options.
 - i. Use the Sales Tax Exemption of a church in the District, typically the church of the Divisional Superintendent.
 - ii. Apply for a Sales Tax Exemption in the name of the District, as long as it does not require the involvement of the Central Offices.

2.3. FINANCIAL: Church Support Electronic Funds Transfers (EFT's)

Funds can be distributed to the local church by check or by Electronic Funds Transfer (EFT).

1. The local church can apply for EFT status by filling out Authorization Agreement for Automatic Deposit (ACH Credit)
2. Send completed application along with voided check to District Office.

Note: Application can be faxed, however, original application with original signatures must be sent along with the voided check. If application is not received within 30 days of setup, EFT service will be canceled until application is received.

2.4. FINANCIAL: Authorization Agreement for Automatic Deposit

Below is an application for ACH Credit. This will allow the District to deposit funds into an existing Bank account instead of issuing a paper check. The following information is required to set up transfers.

If you have questions, please call the District Administrator.

The application can be sent by e-mail to yyyy@foursquare.org or faxed to 123-456-7890.

However, a hard copy with original signatures and copy of check or deposit slip attached must also be sent.

Authorization Agreement for Automatic Deposit

Legal Name of Church _____

Slogan Name (if any) _____

Church Code: _____ Federal ID: _____

I(We) hereby authorize [District Name [which matches name with CCCU/IRS]] District, hereinafter called Company, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) () Checking (Savings) account indicated below and the depository named below, hereinafter called Depository, to credit and/or debit the same to such account.

Depository Name [Name of Bank]: _____

Address [Address of Bank]: _____

Transit / ABA Number (Nine digits on bottom of check): _____

Account Number (follows Transit number): _____

This authority is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Company and Depository a reasonable time to act on it.

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

2.5. FINANCIAL: Events – Deposits, Disbursements and Record Keeping

1. Deposits: The District receives registration fees from the Churches.
2. Disbursements: The District the disburses the funds as appropriate. One of the challenges here is the timing of deposits and disbursements. Often, some significant expenses may precede receipt of registration fees, which will require planning and budgeting. At the discretion of the District Supervisor, the operating funds of the District may be used as a buffer to cover expenses that precede registration fees.
3. Record Keeping: One of the challenges facing all of us has to do with keeping records and how long to keep them. This can be laborious and ambiguous. A goal of the District is to help minimize both the labor and the ambiguity. The following deals in particular with District Events involving minors, such as Summer Camp and Youth Retreats. Typically these events involve a variety of forms including registration cards, worker applications, background checks and recommendations. The following guidelines indicate what to do with these forms following the event.
 - a. Registration Cards usually include demographic information and parental consent for activities and medical treatment. The short term value of keeping such cards is to show parental consent to activities and/or medical treatment in the event of any injury accident. The long term value of keeping such cards is to prove or disprove that a child was or was not in fact in attendance at a particular camp on a particular date. Accordingly, please box and label the registration cards according to the name of the event and the year. Please keep the registration cards for 25 years following the event.
 - b. Background Checks should be kept for 25 years.
 - c. Youth and Children Worker Applications and Recommendations should be kept in a permanent file associated with the event, labeled according to the name of the event and the date.

2.6. FINANCIAL: Questions and Answers about Ministries, Board Approval, Incorporation, Taxes, etc.

1. What ministries do and do not require ICFG Board approval?
 - a. Foursquare Bible Institutes do require Board approval, and receive an Ezra record and organization code, but not an Employer Identification Number (EIN). The supporting organization is usually a local church, but may be a District.
 - b. Foursquare Christian Schools do require Board approval, and receive an Ezra record and organization code, but not an EIN. The supporting organization is the church.
 - c. Day Cares do require Board approval, and receive an Ezra record and organization code, but not an EIN. The supporting organization is the church.
 - d. Coffee Houses do not require Board approval, and do not receive an Ezra record or organization code.

2. Are the ministries of a Foursquare church incorporated?
 - a. No, there is one corporation for Foursquare (ICFG), and all local churches are subordinate units of ICFG.
 - b. The ministries of a Foursquare church are under the covering of the Foursquare church, and use the EIN of the church.

3. Are there any financial limitations on what a ministry may do?
 - a. Foursquare is a non-profit corporation and for-profit activities endanger that status.
 - b. Any income generated by a Foursquare ministry must be used for ministry purposes.
 - c. Those who conduct the ministry may be volunteers or employees of the church.
 - d. Ministry property may not be rented to for-profit organizations.
 - e. Ministry property may be rented to non-profit organizations, so long as the rental income is used for ministry purposes.

4. Are churches that are properly established as non-profit exempt from taxes?
 - a. Churches are exempt from federal and state income tax on ministry activity.
 - b. Churches may have unrelated business income (typically rental of property that is not used for ministry) that is subject to income tax, and this is extremely complicated and requires professional advice. Churches are not exempt from income tax on income received that is derived from an unrelated business. An "unrelated business" is a) a trade or business b) that is regularly carried on, and c) that is not substantially related to the furtherance of the exempt purpose of the organization. Income derived from an unrelated business is called *unrelated business income ("UBI")*. Even though churches are tax exempt, they may be liable for tax on UBI. Generally if the UBI exceeds \$1000 in a calendar year, a UBIT (Unrelated Business Income Tax) return must be filed and some UBI tax will be owed. Here is a common trap: rental income is generally not considered as UBI, but rental income generated by debt-financed real property *is* UBI! As

you can see, the whole subject of UBI can be quite complex. A church that is concerned that it may be receiving UBI should consult with a CPA or other qualified tax advisor. More information can be obtained by downloading Publication 598 from the IRS website.

- c. Churches are usually exempt from property tax, although they may be subject to property tax on property that is not currently used for ministry, and are certainly subject to property tax on rental properties, even if the tenant uses the property for religious purposes. Property tax policy varies from county to county, and state to state.
 - d. Churches may or may not be exempt from state sales tax, depending on the state law and the particular activity.
5. What guidelines apply to the operation of book stores, tape ministries, coffee houses, snack shacks, etc. which involve the sale of merchandise?
- a. Churches must collect sales tax on such sales and remit such sales tax to the city/county/state, as determined by city/county/state law.
 - b. Churches may arrange for a “dba” in these situations, which allows making payments in a name different from the church. This requires checking on the requirements of state and local law. In many states, churches are not required to file fictitious business name statements as a requirement of using a “dba”.
 - c. The income and expenses from such activities should be included on the Foursquare Monthly Church Report, in the lines for Total Non-Tithable Income and Total Other Expenses.
 - d. Although it is not done as a common practice, it is possible to establish a separate corporation for a book store or tape ministry. This should only be done in exceptional situations, where some fact unique to the particular situation is compelling, and following consultation with Foursquare Corporate Counsel. Bylaw 12.2.5.A.9 prohibits the formation of organizations having purposes similar to this corporation without prior board approval. Such approval may be given to accommodate unusual circumstances that would warrant forming a separate entity. Such a corporation is not a Foursquare corporation, must maintain financial records totally separate from the church (including payroll), and is only allowed to operate on Foursquare property if it is a non-profit organization.
6. Within the United States, an organization may apply for and receive 501(c)(3) status and an EIN without being incorporated. There are Foursquare churches that have applied for and received a separate 501(c)(3) status and EIN in the distinct name of a particular ministry in the church, typically for social services (food and clothing distribution) or community development (job training, personal skills). One motive for a distinct name and separate 501(c)(3) status and EIN is to allow donors to give to the ministry in a name other than the church. Such a ministry has a separate checking account and issues charitable donation receipts in the distinct name of the ministry.

Without forming a separate corporation, may a Foursquare church apply for and receive a separate 501(c)(3) status and EIN for a particular ministry in the church?

- a. The types of ministry described (food and clothing distribution, job training, personal skills) can rightfully and easily be done under the umbrella of the local church.
- b. Bylaw 12.2.5.A.9 prohibits the formation of organizations having purposes similar to this corporation without prior board approval. Such approval may be given to accommodate unusual circumstances that would warrant forming a separate entity.
- c. Therefore, prior board approval is required for a church to apply for and receive a separate 501(c)(3) status and EIN. Upon receiving such approval, a church may proceed to apply for the formation of such a separate entity.

3.1. PROPERTY: Property Transaction Summary

Interaction between Pastor/Church, District Supervisor/Office
and Foursquare Property Services (FPS)

Action	District Supervisor/Office	FPS
1. Request	Interacts with pastor/church to determine need for property/facilities.	If Pastor requests forms from FPS, then FPS directs Pastor to the District Supervisor.
2. Permission	Supervisor (or authorized representative) gives permission and directs FPS to distribute forms.	
3. Distribution		FPS distributes forms.
4. Follow-up		FPS initiates follow-up and tracking process.
5. Coaching	Stays informed of progress of church through process.	FPS coaches pastor with paperwork, keeps Supervisor notified of progress in writing (via e-mail, fax, etc.), involves Supervisor at any point where transaction is outside of standards.
6. Preparation		FPS assembles completed proposal.
7. District Supervisor Approval	Supervisor notifies FPS of approval to place on the board agenda.	FPS presents proposal to Supervisor for approval.
8. ICFG Board Approval		FPS presents proposal to Board for approval, generation of closing documents and signatures.
9. Notification	District notifies Pastor of Board Decision.	
10. Document Distribution		Central Offices direct distribution of legal documents.
11. Filing		Central Offices maintains property files.

3.2. PROPERTY: Property Transaction Process Overview

1. There are a number of different types of Property Transactions.
 - a. Easements (Handbook 17.1)
 - b. Demolition (Handbook 17.2)
 - c. Lease-out (Handbook 17.3)
 - d. Loan Refinance (Handbook 17.4&5)
 - e. Leases Extensions (Handbook 17.6)
 - f. Sales (Handbook 17.8)
 - g. New Leases (Handbook 17.9)
 - h. Loans (Handbook 17.10&11)
 - i. Acquisitions (Handbook 17.12)
 - j. New Construction (Handbook 17.14)
 - k. Property Savings accounts (Handbook 17.15)
 - l. Insurance (Handbook 17.16)

2. Each of these types of transactions follows these steps.
 - a. Pastor/Council discuss and develop an idea/proposal, (with FPS assistance.)
 - b. District Supervisor approves proposal for presentation to Membership.
 - c. Pastor/Council present proposal to Membership.
 - d. Membership votes on proposal. (2/3 majority approval is required).
 - e. Pastor/Council sign PT form supplied by the FPS based on Membership vote.
 - i. Pastor/Council submit signed PT form and a letter giving an overview of church's need and purpose for property transaction to FPS.
 - f. District Supervisor approves proposal for presentation to Board.
 - g. FPS performs due-diligence and prepares story page
 - h. Board reviews proposal and makes decision.
 - i. Corporate Secretaries Office (or General Supervisor) notifies District Supervisor who notifies Pastor.
 - j. Pastor/Council notifies Membership.

3. Following receipt of Board Decisions to Approve, Corporate Secretary's Office communicates to District Supervisor and Pastor.
 - a. E-mail the related portion of board results. (if no e-mail, then fax) If there are contingencies, whether included in original proposal or added by the board, then:
 - i. Include a clear statement of the contingencies.
 - ii. Indicate an estimated timeline for completion of the contingencies.
 - iii. If the contingency either involved or requires legal review, then cc the Legal Department and the Properties Department.
 - b. Mail resolutions.
 - c. E-mail regarding closing documents. (if no e-mail, then fax)

4. Following Board Decisions to Table or Decline:

- a. General Supervisor will send an electronic letter (on Thursday) to the District Supervisor (with cc to FPS) communicating why and what to do about it.
 - b. District Supervisor will contact the local pastor directly via whatever format is convenient.
5. FPS continues to monitor progress of transaction until all steps complete. We generally think of a property transaction as moving through 3 phases:
- a. Preparing: FPS is working with the District and Local Church to prepare a proposal for presentation to the Board.
 - b. Finalizing: Board has approved the proposal. Corporate Secretaries Office makes sure all documents are properly signed, scanned and delivered, all finances are properly distributed and received, and all institutions and departments are properly notified.
 - c. Completed: All documents have been signed, scanned, delivered and filed. All finances have been distributed and received.

3.3. PROPERTY: Property Transaction Forms

Here is a list of PT (Property Transaction) forms, along with some brief descriptions:

1. PT: Property Transaction Council Certification of membership vote
2. PT-4: Construction Budget Form (works with PT-22)
3. PT-21: Environmental Questionnaire & Disclosure Statement
4. PT-22: Church Construction Progress Reports (as needed during construction)
5. Inspection Questionnaire (Goes with building inspection)

3.4 PROPERTY: Property Transaction Process – Guidelines for All Transactions

1. Document Execution: All legal, transfer or lease/rental agreements must be signed by board authorized Corporate Foursquare signers. This includes but may not be limited to:
 - a. Real Estate transfer documents (buy/sell, donation)
 - b. Easement documents
 - c. Loan and or loan extension documents
 - d. Lease and or lease extension documents (including
2. Prior to Board Approval, any signed documents should include: “Subject to the approval of the governing Board of the International Church of the Foursquare Gospel.” (See Handbook 17.1)
3. FPS prepares agendas for presentation to Board.
 - a. Property Transactions will be posted by FPS to the Online Agenda by Tuesday at 5pm, two days before the board meeting.
 - b. Property Coordinators must submit full property transaction by noon one week from the following Thursday.
 - c. FPS will target presentation of a Property Transaction to the board three within (3) weeks of receiving all necessary documentation fro the church.
4. Property Transaction Closing Dates
 - a. Closing can be accomplished within days of boar approval.
 - i. During its initial contact with the church, FPS will ask the church what the projected/expected Closing Date will be.
 1. This will minimize the time pressures involved in completing all the necessary steps prior to closing.
 - ii. The Corporate Secretaries Office processes the closing including all closing documentation.
 1. This will improve the communication process with churches in establishing manageable timelines and realistic expectations for closing the transaction.
 - iii. The goal is presentation to the board three weeks or more prior to closing, but it is not a requirement. However, the more transactions that meet this goal, the easier it will be to deal with those that don’t.
 - b. We are not able to do Closings during Convention Week or during the Christmas break, so closings should be scheduled:
 - i. On or before the Wednesday before Convention.
 - ii. On or after the Wednesday after Convention.
 - iii. On or before seven days before the office closes before Christmas.
 - iv. Three (3) days or more after the day the office opens following Christmas.
5. Property Tax Exemption
 - a. Real property owned by charitable organizations is usually eligible for property tax exemption.

- b. The following process is intended to help make sure that churches that obtain or make improvements to real property do the proper filing for property tax exemption.
 - i. Following the approval by the board of a real property purchase, donation or new construction, the resolution and a letter is sent by the Secretary's Office to the church.
 - ii. The letter will contain the following sentence: "Please contact your local county assessor's office and start the process to file for property tax exemption. When this is completed, please send a copy of your exemption for the files to your district."
 - iii. The district will follow up with the church on a quarterly basis until the property tax exemption filing is complete and the district has received a copy of it.
 - c. Property Tax Exemption only applies to Religious Use of property. If a church discontinues Religious Use of property, the Property Tax Exemption no longer applies, the property is subject to property taxes and the church must notify the county. Failure to notify the county in a timely manner may result in an accumulation of unpaid taxes and possible penalties, causing additional hardship for the church
6. There are two tracks of transactions which the Board considers:
- a. Fast Track: These meet all Foursquare policy requirements.
 - b. Executive Track: These are requests that have one or more items outside of Foursquare policy requirements.
 - c. Sometimes a transaction may technically qualify for Fast Track, but there is a known controversy about the transaction, in which case it will be placed on Executive Track.
7. District Supervisor approval of Property Transactions
- a. All transactions require prior approval by the District Supervisor before inclusion on either the Fast Track or Executive Track agenda.
 - b. If a transaction involves the church of a District Supervisor, then the General Supervisor will act in the role of the District Supervisor for the transaction.
8. District Guarantees for Loans and Leases
- a. A District Guarantee is requested whenever fixed expenses exceeds 80% of Unrestricted Income.
 - b. FPS will request the District Guarantee in writing from the District Supervisor, explaining that this would mean using District funds (emergency funds, monthly allocation, etc.) to pay the monthly payment if the church is unable. FPS will then include in the Story Page whether or not the District agrees to the District Guarantee, and if not, the reason why not.
9. Expenses Exceed Income, averaged over 12 months
- a. Include an Explanatory Note on Story Page, such as:
 - i. Church has been drawing from savings.
 - ii. Church has experienced decline in attendance.

- b. Identify possible mistakes and make appropriate corrections.
 - i. Failure to include all income
 - ii. Inaccurate reporting/accounting
10. Appraisals and Broker's Opinions
- a. Appraisals or BOV's (Brokers Opinion of Value) are required for all property transactions and must not be more than 6 months old.
 - i. An appraisal is a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of the market value of an adequately-described property as of a specific date and supported by the presentation and analysis of relevant market information.
 - ii. Broker's Opinions is a written document, on letterhead from a licensed real estate professional who uses a comparable approach (or another recognized value approach) towards his/her conclusions of value, assign a specific value and not a range and signed.
11. Legal Review of Life Estates and other Encumbrances
- a. Occasionally, FPS will process a property transaction (purchase, sale, donation or lease) that includes one or more of the following on a particular property:
 - i. Life estate
 - ii. Free or below-market rent
 - iii. Other encumbrances related to construction, maintenance, repairs, usage, etc.
 - b. Such transactions require legal review in order to help avoid possible private inurement issues, income tax consequences and/or environmental deterioration.
12. Private Inurement and Legal Review
- a. If Foursquare is selling for less than 90% or buying for more than 110% of determined property value, there are possible private inurement/benefit implications.
 - b. Such transactions are Executive Track, and are subject to legal review of the story page and documentation supporting the value adjustment prior to presentation to the board, including:
 - i. How long the property has been on the market
 - ii. What other offers have been received
 - iii. Whether the appraisal/broker value takes into account purported property deficiencies
 - iv. History of listing prices
 - v. Is the receiving organization a registered 501c3 and verified.
13. Additional Guidelines
- a. Use of escrow: Purchases, sales and donations of real estate should always be closed by a disinterested third party professional closer (attorney, private escrow company, title company escrow). This gives us (and the other party) proper legal representation and affords the best chance of a clean transaction.

- b. All purchase and sales agreements must be submitted to properties department for review prior to inclusion on the Board Agenda, to verify that Foursquare can honor what has been agreed to in the contract.

14. Attorney Log

- a. The Legal Department maintains a log of every attorney hired by a Foursquare Church, as required by our auditors, who then contact the attorneys in the course of doing the annual audit..
 - i. Name
 - ii. Contact Info
 - iii. Nature of the Matter
- b. It is important that the District Administrators and Properties Coordinators inform the Legal Department every time they become aware of an attorney being hired by Foursquare.

3.5 . PROPERTY: Property Transaction Process - Leases

1. Fast Track Requirements for Leases and Leases-outs
 - a. Fast Track: Term of 3 years or less and comply with lease matrix standards (leases only)
 - b. No personal guarantees.
 - c. Executive Track: Term of 3 years or more (leases only)..
 - d. Full Board: Term of more than 5 years, with no Out Clause.

2. Review of Leases
 - a. Leases require the review of FPS Personnel using the Lease Review Checklist provided by the Legal Department and must have such review before inclusion on either the Fast Track or Executive Track agenda.
 - b. The expected time frame for a lease to be reviewed by FPS Personnel is generally 3-5 business days if the lease conforms to favorably standard real estate practices and to ICFG Board policy. Leases which do not conform to such standard practices and policy may take 7-14 days. If negotiations are required with the owner/landlord, review may take additional time.
 - c. The standard lease that has been developed by the Legal Department for cases where Foursquare is the landlord still requires review. If any changes are made to the agreement then a redline version should be supplied for review.
 - d. When sending a lease or license for legal review, please specify whether it is brand new or a renewal, extension or modification of an existing lease. If the latter, then please include a copy of the previous lease. Otherwise, the church is at risk of overlapping leases with conflicting or invalid provisions.
 - e. When documents that have already been reviewed once (whether our standard lease or documents prepared by another party) are revised and then sent back to review again, it is always important to request a *redlined version* of any changes *from the person who made them*. Otherwise, FPS must completely re-read the document. This significantly increases both review time and the likelihood that critical items will be missed.
 - f. It is always helpful to have a brief written explanation of the transaction (parties, purpose, special considerations--donation, church joining Foursquare, etc.) when documents are submitted for review.

3. Church Adoptions with Existing Leases
 - a. Occasionally, we have a new church being adopted into Foursquare that has an existing lease. In such cases, depending on the particulars of the lease, it may be wise for the church to consider application as a Fellowshiping Church until such time as the lease expires.
 - b. If the church does get registered, an attempt to get the lease assigned into Foursquares name should be tried.

- c. Such leases are subject to review, prior to registering the church, even though Foursquare may not have authority to change the lease, and are presented to the Board for acknowledgement on the Executive Track.
 - i. Even though there is no Foursquare Financial History, Financial History is still required.
 - ii. Present financial information on the Story Page as close to the standard format as possible.
 - d. The Board decides whether or not to register the church with the lease, or possibly wait until the lease expires.
4. Indemnity and Subrogation
- a. We will seek Foursquare’s preferred language for indemnity and subrogation.
 - b. Policy: It is advisable liability and subrogation language in leases where the corporation is a tenant be limited to the corporation’s own negligence. Further, leases, etc. are authorized to be recommended for approval where, despite negotiations, terms require the corporation as tenant to insure/indemnify landlord for loss not related to tenant’s negligence.
 - c. While inability to obtain these provisions does not violate Foursquare policy, it is still important in these instances to notify the EC on the story page that we were “unable to negotiate Foursquare’s preferred indemnity/subrogation provisions in the lease.
5. Unavailable Insurance
- a. Leases typically require the tenant to obtain various kinds of insurance, naming the landlord as an additional insured on these policies.
 - b. Policy: In negotiations with prospective landlords, Foursquare would offer its “standard” insurance coverage to the landlord, when required to do so; beyond that, it is recommended that Foursquare self-insure risks not covered by Foursquare’s standard insurance coverage.
6. Master Leases
- a. Occasionally, Foursquare sub-leases property from an existing tenant rather than from the property owner. Usually the terms of the Sub-Lease will incorporate the terms of the Master Lease. For that reason, any review of a prospective Sub-Lease is incomplete without also reviewing the Master Lease.
 - b. As a matter of best practices, terms should not be agreed to that are contained in documents that have never been seen.
 - c. As a general rule when considering a prospective sub-lease of property, Foursquare personnel should approve the MASTER LEASE or make appropriate revisions in the proposed sub-lease that would exempt Foursquare as Sub-tenant from unacceptable terms and conditions of the Master Lease.
7. Total Value of a Lease
- a. The total value of a lease is the sum of all lease payments over the life of a lease.
 - b. This amount is included in the property transaction request and the story page

8. Lease Signatures and Names

- a. If a church takes occupancy and/or signs a lease prior to FPS review and board approval, FPS will contact the District Supervisor in order to get help rectifying the situation and getting the lease corrected.
- b. The proper name to put on the lease is “International Church of the Foursquare Gospel, dba [Church Legal Name]”. If there is a mistake, it should be corrected prior to signing and/or submitting lease for legal review.
 - i. If the church presents the lease to FPS before signing it, FPS will correct the name before presenting it to the board
 - ii. If the church presents the lease to FPS after signing it,
 1. FPS will seek amendment to the lease before submitting it.
 2. FPS will advise the District so that the district can partner with the church to avoid this in the future.

9. Lease-Outs, Property Tax Exemption and Unrelated Business Income Tax (UBIT)

- a. Churches sometimes ask about leasing out facilities to for-profit organizations.
- b. Here are some general guidelines to observe, drawn from information received from the legal department.
 - i. Renting church property to a for-profit organization involves possible loss of Property Tax Exemption and/or incurring UBIT (Unrelated Business Income Tax).
 - ii. A determination to revoke Property Tax Exemption may be made on a county by county basis, and may include the whole campus or may be prorated by square footage.
 - iii. There are UBIT consequences if the amount of income from “non-religious purposes” exceeds \$1,000/year and the church should consult a local CPA and/or other income tax professional.
- c. To date, given the above guidelines, our approach has often been to discourage renting to a for-profit group. However, it is not an absolute prohibition, and in these economic times our churches are sometimes pressed to look for alternative sources of income.
- d. Here is a course of action for FPS to recommend regarding such inquires.
 - i. Please ask the church to contact the county assessor, describe its intended rental activity and inquire as to the possible effect on the church’s property tax exemption and any financial consequences.
 - ii. Please ask the church to contact a local CPA for specific advice regarding the costs to the church of meeting UBIT requirements, including both the taxes and possible cost of the professional services necessary to calculate and file the taxes. (Under our current practice, it would be the responsibility of the local church to file the 990 and/or any other necessary reports.)
 - iii. If, after learning about the Property Tax and UBIT consequences, the church decides to proceed, then help facilitate preparation of the standard application package for the board regarding lease-outs and include this additional information in presentation to the board for its decision.

10. Lease-Outs and Certificates of Insurance

- a. When Foursquare is the Lessor, the Lessee is required to provide a Certificate of Insurance with Foursquare named as additionally insured.
- b. The Certificate of Insurance must meet the requirements specified in the lease.
- c. FPS will not release the approved lease until the Certificate of Insurance is received.
- d. FPS will send a copy of the Certificate of Insurance to the Insurance Department.

11. Lease-Outs of Temp Closed Properties

- a. FPS will review the lease agreement and helps to prepare the lease for presentation to the board.
- b. Upon approval by the board, the Secretary's Office sends the original of the lease to the District Office.
- c. The District Office makes arrangements for the tenant to sign the lease and return the original to FPS where it is kept on file.

12. Lease Termination Agreements for Early Terminations

- a. If a church seeks to terminate a lease with a landlord before the term of the lease is reached, i.e. for an early termination, it is important for the church to arrange for the landlord to sign a letter confirming the terms of their understanding and agreeing to release the church from liability under the lease.
- b. Without termination terms in writing, the church exposes itself and Foursquare to future financial risk if they are not.
- c. The lease termination and terms must be presented to the board for approval..

13. Non-Discrimination Clauses in Leases, Purchase Agreements and other agreements

- a. When dealing with a governmental entity, there is typically little room to negotiate and non-discrimination clauses are "take it or leave it". In these cases, we will specifically state on the Story Page that there is a non-discrimination clause with a governmental entity.
- b. When dealing with a non-governmental entity, we will pursue negotiations to remove these clauses, and if that is unsuccessful, propose a qualification like "Subject to any lawful exemption, the church will not discriminate..."

3.6. PROPERTY: Property Transaction Process – Loans

1. Fast Track Requirements
 - a. Loan maximum under \$1,000,000.
 - b. Amortization of not more than 25 years for outside loans and 20 years for IFLF.
 - c. Payments are required to be for principal and interest. (Interest only is allowed for construction loans.)
 - d. No prepayment penalties.
 - e. No personal guarantees.
 - f. All refinances or extensions must maintain the current amortization schedule.

2. IFLF Guidelines
 - a. Standard IFLF loans are for a maximum of \$500,000.
 - i. Standard term is 20 years with a 5 year interest rate reset.
 - ii. Fixed rate loans based on the current IFLF standard rate
 - iii. There is a .75% origination fee.
 - iv. All loans are required Auto debit.
 - v. Maximum loan is 80% of purchase price or total project cost.
 - vi. All loans will be underwritten for credit worthiness.
 - vii. Churches must open or maintain an IFLF savings account with a minimum balance \$1,000. For one year.
 - b. Property Improvement IFLF loans are for a maximum of \$200,000
 - i. Proceeds for repair or deferred maintenance of existing property only.
 - ii. Fixed rate loans based on the current IFLF standard rate.
 - iii. Maximum loan term 10 years with a 5 year rate reset.
 - iv. Loan origination fee is .75%.
 - v. Church must submit plans/bids for all work to be completed.
 - vi. Draws will be managed through FPS.
 - vii. Church must be underwritten and show the ability to service the debt

3. Outside Loan Guidelines
 - a. Story page will list the terms which have the worst case scenario first, even if the church is requesting interest only for the first part of the loan.
 - b. Amortization schedules should not exceed 25 years.
 - c. Lender needs to underwrite local church for credit worthiness.
 - d. All loan documents are to be signed by board approved corporate authorized signers.
 - e. Loans are for property related assets only and should not include any personal property.
 - f. Loans should not exceed 80% loan to value.
 - g. All loans are to be collateralized.

4. Loan Analysis Requests
 - a. Normally, Loan Analysis requests are to be submitted to the Loan Department no later than close of business the Friday before the Executive Staff meeting.

- b. Such requests should copy the Department Manager which provides the opportunity to monitor departmental workflow and reroute to another staff member if necessary.
 - c. Requests should include the purpose of the loan.
5. Loan Extensions
- a. Loan extensions require Board presentation, story page, letter from the Church requesting an extension and District Supervisor approval.
 - i. Permanent loans that have matured or are called
 - ii. Construction loans not yet ready to become permanent loans
 - b. A loan extension where the changes are limited to maturity date and/or interest rate and/or construction period usually does not require new PT forms.
 - c. Sometimes when a loan matures, a short-term loan extension becomes necessary to resolve the maturity. Such a short-term loan extension of 90 days or less does not require Church Council signatures or board approval
 - d. Regarding loans that are approaching Maturity Date, FPS will systematically provide reminders to the churches and monitor their progress.
 - e. Regarding outside loans that are reaching Maturity Date, and for which the church has not provided the necessary paperwork (including commitment letter), FPS will include in the story page a statement that requests approval, notwithstanding the lack of completion of documentation by the church, “to protect the integrity of Foursquare’s credit rating.”
6. Loan Maturity Process
- a. The Loan Department provides a 9-month advance notice to the church and cc’s FPS and FPS opens an active property file and calendars the name of the church and the maturity date.
 - b. Within one week of receiving a first notice from the loan department, FPS contacts the pastor and church in writing and clearly communicates:
 - i. A cover letter which introduces the property staff and its availability and willingness to assist with the upcoming loan renewal/refinance.
 - ii. What will be needed for a presentation to the board of directors, including all necessary forms.
 - iii. The importance of securing the commitment letter 60-90 days prior to the maturity date. If the new loan will not fund by the maturity date, then the church must also secure an extension from the current lender.
 - iv. Cc to the District Supervisor.
 - c. Depending on the preference of the church and the relationship of the church with the lender, FPS may contact the lender directly and request loan extension terms and/or commitment letter be sent to pastor and FPS office.
 - d. Four months prior to the maturity date, the FPS begins a weekly follow-up process with the church and/or lender by phone and e-mail until the situation is resolved.
 - e. Make contact with District Supervisor for input and assistance four (4) months prior to maturity date of loan if project does not appear to be progressing.

7. Receivable Loans

- a. Receivable loans are only considered as a last resort.
- b. All loans should mirror current IFLF terms or greater
- c. A .75 loan fee will be assessed to borrower.
- d. A monthly servicing fee will be collected from borrower.
- e. A note and deed of trust needs to be drafted and property collateralized.
- f. Loan payments should mirror or exceed any corresponding loans including any insurance costs that may be associated.
- g. Borrower must show the inability to get financing elsewhere. Two lender declinations with the reason(s).

3.7. PROPERTY: Property Transaction Process – Acquisitions

1. Fast Track Requirements
 - a. The church must have down payment of at least 20 percent.
 - b. The property must have clean Environmental Reports. FPS uses an outside vendor to obtain an initial EDR Report. The church sends a check in the amount of \$145 to cover this cost.
 - c. The purchase price must be no more than 110% of the appraised value.
 - d. No Cemeteries / board date (October 4, 2007)
 - e. Fixed expenses are 80% or less than undesignated income.

2. General Requirements
 - a. Charter Requirement for the Purchase of Real Property
 - i. A church is required to be chartered before purchasing real property.
 - ii. When a church is chartered, it is required to have a Church Council, which is important for helping make decisions about purchasing property.
 - b. The property improvements will need to be inspected by a professional with a full inspection report including an environmental questionnaire that the FPS team can provide.
 - i. If the results of the inspection show concerns with any specific condition of the building (i.e. HVAC, roof, foundation etc...) then further inspections or testing may be required.
 - ii. Additional inspections will need to include a bid for cost to correct the issues.
 - iii. The church will need to identify how these repairs will be accomplished and paid for. It might be the seller's responsibility or may negotiate a lower sales price.
 - c. Cemeteries
 - i. In recent years, Foursquare has faced some major challenges regarding properties with attached cemeteries.
 1. Management of a cemetery establishes permanent obligations to maintain records and service the property where the deceased are buried.
 2. Improper management of the records and/or property by the church has led to some legal difficulties and costs for Foursquare.
 3. Buyers seek significant concessions in the purchase price in order to be willing to assume the responsibilities and obligations of a cemetery.
 - ii. The board adopted the following policy on October 4, 2007: Foursquare will not purchase or receive as a donation a property with an attached cemetery or build a cemetery on property which it owns.

3.7.3 PROPERTY: Property Transaction Process – Environmental Review

Environmental Reports for Property Purchases

When bringing a property into Foursquare; by purchase, gift, or adoption, it is necessary to make sure no environmental problems exist that could render the property unusable, or require expensive cleanup. The same process is needed whether the property is vacant land, a church facility, a house, or whether it is purchased, donated, or brought into Foursquare by adoption. To keep this paper simple, we will just use the term “purchase” to represent all methods of taking a property into Foursquare.

The environmental condition of a property is determined from the following inspections and reports. Also, our purchase negotiations and decisions concerning the property will be hinged on what these reports tell us. All inspections and reports should be addressed to International Church of the Foursquare Gospel.

PT-21: This is our environmental disclosure form to be completed by the seller within a few days of initiating the purchase and submitted to FPS as part of the request package. This form should be considered a report from the seller, disclosing to us the condition of the property and any environmental issues we should know about. The report is to the ‘best of the seller’s knowledge’; which is often incomplete, unprofessional, and in some cases non-existent (when the seller didn’t occupy the property). If the seller refuses to complete the form, the property should be visually inspected by the local church and filled out to the best of their ability, with a notation that the seller refused to complete and sign the form.

The PT-21 may show items that need further investigation, and may indicate an environmental report already exists. If a report exists, it should be requested and reviewed. If items needing further investigation are noted, qualified and licensed professionals should be consulted to determine the extent of concern and the means of correction.

Property Inspection: If the property includes a structure (building, house, condo, etc.), a structural inspection should be ordered within 10 days of initiating the purchase. If the structure was built before 1981, the local church should seek and hire an environmental professional to inspect the structure and prepare a report that must be addressed to ‘International Church of the Foursquare Gospel’. It should also hire a qualified professional to inspect the soundness of mechanical and structural elements of the structure. The type of professional and qualifications for these inspections may vary by state depending on each state’s licensing requirements; in any case a qualified licensed professional should be sought who will inspect and report the items we request.

Vacant land is screened for environmental issues by obtaining an environmental report, which is ordered by the FPS (see below EDR Report). A Phase I will be required if the EDR comes back as an “Elevated Risk”.

A building is also inspected for environmental issues. The site is screened by an EDR Report, but if the building was built before 1981, the building also requires a physical hazardous materials inspection by a qualified licensed professional to determine the presence of contaminants (asbestos, lead paint, PCBs and radon gas) and recommend methods of abatement. Below are brief descriptions of each of these materials. Beyond environmental concerns, the structure and mechanical systems also should be inspected for structural integrity, safety and maintenance issues – call the FPS for details.

Asbestos is a microscopic mineral fiber that, if inhaled, can lead to cancer. It is found in many building materials, including insulation for piping, boilers, furnaces; fireproofing; floor and ceiling tiles; adhesives; walls, ceilings and siding; etc. Fibers embedded in lung tissue over time may cause serious lung diseases including: asbestosis, lung cancer or mesothelioma.

Lead is a highly toxic metal that was used for many years in products found in the interior and exterior of homes and other buildings. Lead paint is commonly found in walls, windowsills, baseboards, stair rails, porch railings, and other painted surfaces. Lead can cause a range of health effects, from behavioral problems and learning disabilities, to seizures and death. Children 6 years old and under are most at risk, because their bodies are growing quickly.

Radon is a cancer-causing natural radioactive gas that you can't see, smell or taste. It seeps into buildings from the surrounding soil. The EPA ranks indoor radon among the most serious environmental health problems facing people today. Radon is the leading cause of lung cancer among non-smokers and the second leading cause of lung cancer in America, claiming 20,000 lives annually.

Professionals should be screened by the church to assure they are qualified with adequate experience and properly licensed in accordance with their state's requirements to perform the required inspections.

The property inspector should be shown the completed PT-21 so any items of concern can be addressed in the inspection report. It is also recommended that the inspector be given a copy of the EDR, or phase 1 report if there are items that should be included in the inspection.

EDR Report (also know as TSP or Screen Report): This report is ordered by FPS following receipt of the request package; the cost (about \$150) is passed on to the local church with a copy of the invoice and report. Foursquare orders all their reports from EDR (Environmental Data Resources, Inc.), thus saving about 40% off the normal fee.

This report is a collection of data posted by environmental agencies. The agencies are listed in the report along with maps of the immediate area, geological charts showing water flow and elevation, location of nearby environmental problem sites, and a summary of the report information concerning each site.

Each report rates the property as "Elevated Risk" or "Low Risk". If the property is "Low Risk", it is acceptable, but further investigation must be done if it is "Elevated Risk". It is important to know that the report *only collects* data and notes the location of the sites in relation to the target site (the property being purchased). The risk rating is determined by a variety of factors which may include the nearness of the contaminated sites, irrespective of whether the sites are still active or cleaned up.

Board policy requires the church perform a Phase I for any “Elevated Risk” report. .

Phase 1 Report: This report can only be performed by a qualified licensed environmental professional. The local church should hire a professional who will be able to prepare a report in a timely and expert manner. The cost may range from \$1,000 to \$5,000 depending on the property and complexity of issues. The report focuses on the target property and consists of a visual inspection of the target site and research of records concerning the target site and surrounding properties. The completed report will address all items of concern and note any further investigation that would be required. If further work needs to be done, the phase 1 report will call for a Phase 2 testing.

Phase 2 Report: The Phase 2 inspection is more comprehensive and may be up to 2 or 3 times more expensive than the Phase 1; the price will depend on the complexity of issues and size of property. This report can only be performed by a qualified licensed environmental professional; it may be done by the same inspector who did the Phase 1 (if qualified to do a phase 2), or the local church may elect to hire someone else. Consider asking seller to pay part or all of the costs for this report.

The Phase 2 inspection will involve core samples of water and soil that will be analyzed for contaminants. This report should give a clear picture of environmental risks associated with the property and enable the board to determine whether the property should be purchased. A Phase 3 remediation report will be required if the parties desire to clean up the reported contamination.

Professionals: It is of utmost importance to be sure professionals meet the state and federal requirements to perform the various inspections we request; their written certification of qualifications should be included as part of the report. Please contact your FPS office in advance of any testing to confirm the qualifications of any professional(s) performing your environmental inspection(s).

3.8. PROPERTY: Property Transaction Process – Construction, Repairs, and Remodels

1. General Guidelines
 - a. Construction Definition
 - i. The Board approved (3/8/2007) the following definition of “construction” as to what requires board approval as specified in the opening paragraph of Bylaw 17 which says that “plans for construction or reconstruction...shall require the prior written approval of the board.”
 1. New Construction is any increase in square footage.
 2. Remodeling is a build-out or repair that affects more than 50% of the interior, any bearing walls or material change to the structure.
 - ii. The
 - b. Construction projects must include a contingency of 25%.
2. Construction Projects
 - a. Outside Construction Loans are typically for 12 months, as specified by the outside lender.
 - b. FPS will monitor construction projects, both new construction and remodels, when the project is complete and an Occupancy Permit is received FPS will report to the following departments to assist with the following purposes:
 - i. Insurance Department – to end Cost of Construction Insurance
 - ii. Accounting Department – to book the asset properly
3. Construction Draws
 - a. When a construction loan with an outside lender is approved, FPS issues a notice to the lender which requires the lender to receive authorization from FPS prior to releasing funds to the church.
 - b. A church must submit one of the following for release of funds:
 - i. A construction reconciliation pay request from the contractor (including lien releases if applicable).
 - ii. A PT-22 form with current draw request, accompanied by any previous draw receipts and canceled checks for all items over \$10,000.
 - iii. Before any draw request is approved and released, a reconciliation of the previous draw must be submitted with documentation verifying where and how previous funds were spent.
4. Once FPS has reviewed and approved the draw request, authorization will be given via e-mail or fax, to the lender to release the funds to the church.
5. Documentation for Construction/Remodeling Projects
 - a. What construction/remodeling projects do we record as assets?
 - i. All Construction projects
 - ii. Remodeling projects with a total cost of \$50,000 or more
 - iii. NOTE: All loans (IFLF and outside) for projects should be structured as construction loans with a draw format.
 - b. What documentation is required?

- i. List total of costs paid for any work done, including soft costs (architects, permits etc...) as well as landscaping, parking lot and any offsite work.
 - ii. Include entire project documentation! This includes both loaned funds and church generated funds. Attach a list of payments made that includes check date, check number, payee, description of payment and check amount.
 - iii. For each check of \$10,000 or more, attach as proof of payment:
 - 1. Copy of the invoice, and
 - 2. One of the following:
 - a. Copy of cancelled check (front and back), or
 - b. Copy of Vendor statement showing that the invoice amount has been paid in full, or
 - c. Copy of a bank statement showing the image of the check issued to pay the obligation and that it has been negotiated by the vendor, or
 - d. Copy of a bank statement showing that the check issued to pay the obligation has cleared the bank, or
 - iv. If a general contractor did the work, also send copies of contracts, change orders and progress reports, if any, as supporting documents.
 - v. Copy of contractor's release of lien document.
 - c. What is the best way to collect the documentation?
 - i. Depending on the source of the funding,
 - 1. If there is a construction loan, then at the time of each construction draw, i.e. along with the PT-22 or contractors pay request.
 - 2. If there is no construction loan, then when accumulated documentation equals \$25,000 or the project is completed.
 - 3. The documentation will be scanned by FPS and e-mailed to both the Loan Department and the Accounting Department.
 - 4. FPS will follow the guideline that each construction draw must be documented before another construction draw will be processed.
 - d. How do we know when the project is completed?
 - i. When FPS processes the final construction draw, it will confirm with the church that the construction is completed, and then notify the Loan Department and the Accounting Department accordingly.
 - ii. FPS will monitor and work with the church until the documentation is completed, whether or not there is a construction loan.
6. Course of Construction Insurance
- a. Effective January 1, 2010, Foursquare will no longer cover the cost of Course of Construction Insurance for churches that begin construction projects.
 - b. Instead, the additional premium will be charged to the church on the monthly insurance bill.
 - c. The Insurance Department will provide a basic rate quote for planning purposes in response to the following information.
 - i. Estimated replacement cost

- ii. Type of construction (wood frame, Steel or Masonry frame or other)
 - iii. Type of roof
 - iv. Total square footage
 - v. Number of floors including basement
 - vi. Any other pertinent info. about the structure
- d. FPS will work with the church to include this cost in the transaction proposal.
- i. The annual premium will be divided by 12 and billed monthly.
 - ii. If the project is greater than \$5 Million, then there will be special considerations. As a standard practice, whenever a construction project looks like it will exceed \$5 Million, the FPS will notify the Insurance Department two (2) weeks before presentation to the Board. The Insurance Department will then contact the church and make the necessary arrangements.
- e. If the church has outside insurance, the church will continue to make arrangements with outside insurance.

3.9. PROPERTY: Property Transaction Process – Sales and Easements

1. Fast Track Requirements for Sales

- a. There must be a buyer, definite sales price and contract.
- b. The sales price must be at least 90% of the appraised value or an approved BOV (Broker's Opinion of Value, and the sales proceeds may be less than that as a result of reasonable closing costs. This includes sale of church property to a Pastor or other church insiders such as church council members, church employees, etc.
 - i. The appraisal or BOV must have been accomplished with 6 months of the board presentation date.
 - ii. A BOV must be on company letterhead, present sold and preferably listing comparables to justify their opinion and the broker must indicate a specific opinion of value and not a range.
- c. 10% of the net sales proceeds (after closing costs, fees, paying off mortgages, etc.) may be used for other than property-related items.
 - i. The story page will state the specific dollar amount and purpose that has been requested and approved for non-property use.
 - ii. If the original resolution does not state the amount that is approved for non-property use, then the church or district must request an amendment to the resolution to state the amount and specific purpose that is approved for non-property use. (For a district, such a request is Executive Track.)
 - iii. The expenditure of these funds typically takes place at the time the resolution is implemented. However, the funds may be kept in a savings account for future disbursement, and will be tracked by the loan department as specified in the resolution.
- d. There must be no receivable. All sales with a receivable must be put on the Executive Track, to allow for review of the terms for all receivable loans.

2. Interest from Restricted Savings Accounts

- a. Sales proceeds of real property are placed in restricted savings accounts for property related needs, i.e. the purchase or improvement of real property.
- b. The interest from restricted savings accounts may be used for non-property related needs, subject to Board approval.
- c. Requests that the interest from restricted savings accounts be used for non-property related needs will be presented to the Board on the Fast Track Agenda. Distributions may be one-time or multiple times over a specified period, and will be made on a quarterly basis. FPS will prepare the proposed board resolution accordingly.

3. Sales of Temp Closed Church Properties – Process

There are a number of ways to approach the sale of a Temp Closed Church Property. Following is a range of options that a District Supervisor has. Please also note that having an accurate appraisal or BOV is extremely important, regardless of which option is chosen.

- a. Supervisors may want to be very involved, actually visit the site, and work with a local realtor. FPS helps with paperwork, and fills out as much as is necessary for completion, depending on the preference of the Supervisor, and presents completed paperwork to Supervisor for approval.
 - b. Supervisors may identify a representative in the area (Pastor, Divisional Superintendent, etc.) that is involved and works with a local realtor. FPS helps with paperwork, and fills out as much as is necessary for completion, depending on the preference of the Supervisor, and presents completed paperwork to Supervisor for approval.
 - c. Supervisors may help identify a local realtor, but leave it up to the FPS to interact with the local realtor. FPS works with realtor, processes paperwork, contacts Supervisor for decisions, and presents completed paperwork to Supervisor for approval.
 - d. Supervisors may leave it up to FPS to identify a local or national realtor. FPS works with realtor, processes paperwork, contacts Supervisor for decisions, and presents completed paperwork to Supervisor for approval.
- ### 4. Sales of Temp Closed Church Properties – Story Page
- a. The Story Page (or attachments) will include:
 - i. Date of acquisition
 - ii. Date of Temp Close
 - iii. Current condition of property
 - iv. Financial status of property
 - v. Steps taken by District Supervisor to fill pulpit prior to recommending sale
 - vi. Reasons why District Supervisor is recommending sale of the property as opposed to using it for a new congregation
 - b. Unless there is a plan to restrict property funds to a specific area, the net sales proceeds of Temp Closed Church Properties go into District Property Savings and/or Emergency Funds.
- ### 5. Property Sales Proceeds and the District Emergency Fund
- a. District Emergency Fund accounts are intended to be maintained at a balance of \$100,000.
 - b. If the Emergency Fund balance for District is less than \$100,000, then the sales proceeds of a District property (which does not include the property of an Open church) are used to establish/restore the Emergency Fund balance to \$100,000. FPS will prepare the proposed Board resolution accordingly.

- c. Typically, such property sale proceeds in excess of the amount necessary to establish/restore the Emergency Fund to \$100,000 are placed in the District Property Savings account, but such additional sales proceeds may be placed in the Emergency Fund, as requested by the District Supervisor. FPS will prepare the Board resolution accordingly.
6. Sales of Temp Closed Properties which leave Outstanding Loans
- a. Occasionally, the sales proceeds of a Temp Closed property are not sufficient to cover the loan.
 - b. In such cases, the District is responsible to pay off outstanding loans from its Emergency Fund.
 - c. If the Emergency Fund is not sufficient:
 - iii. If the outstanding loan is an outside loan, IFLF will pay off the outside lender, and establish an IFLF loan.
 - iv. The District is required to use future sales proceeds of Temp Closed properties in the district to pay off the loan.
7. Property Sale with a Receivable Loan
- a. Requirements
 - a. 20% Down Payment
 - b. 2 Years of Financial Statements from the buyer
 - c. Statement in Note that requires Proof of Insurance at time of purchase and on an Annual Basis in an amount sufficient to cover the cost of replacement.
 - b. Note and Deed of Trust/Contract must be reviewed by Properties Department prior to Board Action.
 - c. The FPS will review the Financial Statements and then make a recommendation to the District Supervisor based on that review. The District Supervisor will then advise the Pastor.
 - d. Buyer must show that they have been turned down by at least two lenders indicating that they cannot qualify for an outside loan and why.
 - e. The Pastor and Church Council will review the Financial Statements along with the recommendation of the District Supervisor, and if a decision is made to proceed, the Pastor and Church Council will sign a letter stating that they understand the liabilities of making this receivable.
 - f. Receivable Loan must have Primary Position, and must be secured by the property.
 - g. Terms of receivable must be stated in the Resolution (as well as the Story Page).
 - i. Interest rate (current IFLF rate or more)
 - ii. Amortization period (not more than 15 years)
 - iii. Maturity date (match any outstanding loans or 15 years, which ever is more).
 - h. Extensions or modifications to the original loan must have board approval.
 - i. All loans have .75% origination fee to be paid by buyer.

8. Easements

- a. Easements are Fast Track unless the Legal Department recommends Executive Track.
- b. We deal with two basic types of easements.
 - i. Governmental-utility type easements usually have standard language and include easements for power, water and road widening. These go to the Properties Department for review. The Properties Department may forward these to the Legal Department on a case-by-case basis.
 - ii. Private easements have more individually worded language and include easements which allow a neighbor to cross private property to gain access to “land locked” property. These go to the Legal Department for review with a copy to the Properties Department.

4.1 LICENSING: Licensing Transaction Overview for First-Time Applicants

1. District Supervisor/Authorized Representative and District Personnel
 - a. #1 – Ordination
 - b. #2 – U.S. License

Action	District Supervisor/ Authorized Representative	District Personnel
1. Request	May direct that forms be sent.	Receive request from Pastor/applicant.
2. Permission	Give permission to distribute license application.	
3. Distribution		Distribute forms.
4. Follow-up		Initiate follow-up and tracking process.
5. Application	May contact applicant at any point transaction is outside policy.	Help applicant with paperwork and assemble completed application package. Contact NCO for approval (with cc to Operations) to present on Executive Track (ET) if transaction is outside of policy.
6. Approval to become a Candidate	Decide whether to approve the applicant as a candidate.	Present application package to District Supervisor and District Licensing Point Person.
7. Coaching	Assign coach.	Distribute licensing resources to candidate and provide copy of license application package to Coach.
8. Interview	Arrange interview.	Provide copies of license application package to Interview Panel. Interview Panel conducts interview and makes recommendations to District Supervisor.
9. Approval to become Licensed	Supervisor recommends to ICFG Board whether to issue license.	If Supervisor approves, then prepare and send notice to candidate. Upon receipt of payment, present paperwork to Board for approval.
10. Notification	Notify candidate of approval or disapproval.	
11. Document Distribution		Corp. Secretary's Office prepares letter, card (and certificate, if U.S. License) and sends to the minister (cc to District).
12. Filing		ShareFile/FileHold maintain personnel files.

2. Whereas the previous table provides an overview for all the parties involved in the licensing process, this section provides a step-by-step summary for the district in terms of the communication with the applicant, coach, interview panel and is presented in sequential order.

3. There are several email templates involved (current versions kept on ShareFile).
 - a. 101 – District distributes application package to Applicant.
 - b. 102 – District acknowledges receipt of application package from Applicant.
 - c. 103 – District notifies Applicant of items missing from application package, pre-background check.
 - d. 104 – District notifies Applicant of items necessary to complete application package, post-background check.
 - e. 105 – Discontinued
 - f. 106 – Discontinued
 - g. 107 – District notifies Applicant of Candidate Status and Polity Course Access.
 - h. 108 – District provides Coach with copy of license application package.
 - i. 109 – District notifies Candidate of successful completion of Polity Course.
 - j. 110 – District provides Interview Panel with copy of application package.
 - k. 111 – District notifies Candidate of pending presentation of application to board for approval, subject to receipt of Beneficiary-Enrollment Form and Annual Fee per attached notice.

4.2. LICENSING: Basic Elements and Common Transactions

1. The primary licensing forms used are the License Application (MP-1) and Recommendation Forms (MP-2) developed by Foursquare. Following receipt of the MP-1 by the District, the applicant has 6 months to complete the application package.
 - a. Once the time limit is reached, or at any time the District has reason to do so, the District may consult with the applicant and/or Senior Pastor and determine to end the License Applicant appointment. If the license applicant appointment is ended:
 - i. The entire license application file is scanned into a digital file saved by Last Name, First Name on ShareFile in a folder called “Incomplete License Application Files”.
 - ii. If an applicant should choose to enter the licensing process again, a copy of the original MP-1 will then be available.
 - iii. Once the license application is scanned and saved, all original documents will be destroyed.
 - b. Typically, the license application process takes from 2 months to 2 years. These guidelines apply to applicants who take more than 2 years and are continuing with the process.
 - i. If the recommendations are more than 2 years old, the District requests the applicant to provide new recommendations.
 - ii. If the background check is more than 3 years old, the District orders a new background check, currently without requesting an additional fee.
 - iii. If the MP-1 is more than 2 years old, the District may request an updated MP-1, depending on changes to the form and/or changes regarding the applicant.
2. Recommendation Forms (MP-2) are to be completed by licensed Foursquare Ministers.
 - a. Two MP-2 Recommendation Forms are required for a license application. (For offline applications, three MP-2 Forms are required, and for Assisting Ministers one of them must be the Senior Pastor.) The Recommender must be Credentialed at the time the License Application Package is presented to the board.
 - b. Relatives of the applicant may not complete the MP-2. (For offline applications, sometimes the Senior Pastor is a relative in which case the MP-2 from the Senior Pastor is still required, but does not count as one of the three, so four MP-2’s are required in this case. At the request of the District, the General Supervisor may waive the requirement for a fourth MP-2 on a case-by-case basis depending on the circumstances.)
 - c. For first-time licensees, in those cases where the applicant is new to Foursquare, and simply doesn't know enough Foursquare Ministers yet, with the approval of the District Supervisor, recommendation forms from non-Foursquare ministers accompanied by reference letters on ministry letterhead (as a means of authentication) will be acceptable, as long as there is at least one recommendation from a Foursquare Minister, preferably a Senior Pastor.

- d. District Supervisors and District Administrators are exempt from completing MP-2 forms for ministers within the District for the following reasons:
 - i. To keep District Personnel from being overwhelmed by the volume of recommendations.
 - ii. To expand the population of those providing recommendations.
 - iii. To minimize possible conflict of interest for those close to the process.
 - e. **For International Recommenders who are licensed by another National Foursquare Church, the MP-4 Reference is an acceptable alternative to the MP-2 Recommendation, to be signed by both the International Recommender and the corresponding Area Missionary. (8/19/2020)**
3. License Application Fee for Offline Applications
- a. There is a license application fee of \$150 which covers:
 - i. \$60 for Background Check
 - ii. \$25 for Vine & Branches (\$24.95)
 - iii. \$28 for Foundations of Pentecostal Theology (\$27.95)
 - iv. \$3 for Women in Leadership Ministry
 - v. \$34 for Shipping Costs
 - b. The District will not deposit the application fee until it performs the background check, so if the applicant withdraws before the background check is performed, the District will return the check.
 - c. If the District Supervisor does not approve the applicant as a candidate or if the applicant withdraws before the Foursquare Licensing Resources are ordered, the District will refund \$90.
 - d. If a spouse shares the candidate materials, the license application fee is \$60.
 - e. If the applicant has already completed polity, e.g. with a reactivation (see GTS 4.4.5) or reinstatement (see GTS 4.9.1.e), the license application fee is \$60, and does not include the Vine & Branches, Foundations of Pentecostal Theology or Women in Leadership Ministry.
 - f. Upgrades do not require an application fee or additional annual fee.
4. License Application Fees and License Annual Fees for LPU Students and Immigrants
- a. As we have discussed multiple times over the years, there are particular dynamics related to the licensing of LPU Students and Immigrants, and we want to be sensitive to the financial challenges of paying both a license application fee and a license annual fee within a short period time. Toward that end, we have implemented the following approach.
 - b. For LPU Students and Immigrants,
 - i. License Application Fee will consist of only the Background Check Fee (\$59), will be paid directly to the Background Check Provider (CastleBranch), and will not include \$90 for Licensing Resources.
 - 1. LPU Students already have this arrangement, as they purchase their resources from the school.

2. Immigrants will receive the resources at no cost to them or the district.
 3. We intend to digitize these resources and eliminate the \$90 cost for all license applicants in the future.
 4. The District will instruct the applicant to pay the Background Check Fee directly to the Background Check Provider, and that there will be no additional License Application Fee.
 - ii. License Annual Fee will be \$115 for the first year, which covers the Basic Life component, and will increase to \$195 (standard fee) in the second and subsequent years.
 1. When it is time to assign the Initial Annual Fee, the District will contact the Credentials Administrator (Corporate Secretary's Office) to assign the License Annual Initial Fee of \$115.
 - b. Please communicate this carefully with your eligible license applicants so that they clearly understand the fees that are involved and what is covered by those fees.
5. The polity course is required for U.S. License as well as for Ordination. The polity course is also available for "information purposes", i.e. for those interested in learning more about Foursquare, but not interested in licensing. The District establishes a "Guest" login and password, and then distributes it upon request.
6. Polity Waivers
- a. Up through 2001, spouses of licensed ministers could obtain a Polity Waiver based on service, in place of actually of taking the Polity Course.
 - b. Such Polity Waivers, issued up through 2001, are no longer recognized as the equivalent of the Polity Course for the purposes of receiving, upgrading, reactivating or reinstating a license.
7. Polity Course Completion Requirements
- a. Applicants are graded on completion of the Polity Course.
 - i. Applicant must receive a passing grade of at least 70% on each section.
 - ii. Applicant will be given up to 3 opportunities to complete each section.
 - b. If the applicant fails to meet these requirements on any section(s),
 - i. The District will notify the coach and request that the coach discuss failed section(s) with the applicant, and then report back to the District that the applicant is ready to retake the section(s).
 - ii. The District will reset the failed section(s) and notify the applicant to retake the section(s).
 - c. In addition to Polity Course 2019 (online), multiple districts are offering other versions of the Polity Course which NCO has determined meet the Polity Course licensing requirement. Other versions of the polity course are required to submit a syllabus for review and approval by NCO in order to be honored as a valid alternative to Polity Course 2019. NCO has approved the following.

- i. ABI
 - ii. The King’s University
 - iii. Spirit Life Institute (Heartland District)
 - iv. New Hope Christian College (NHCC)
 - v. Central Valley School of Ministry (Central Pacific District)
 - vi. Ignite
 - vii. Life Pacific University
8. Licensing Interview Panel and MP-5 (supplemental information to FLPG)
- a. The interview panel should be composed of not less than three Foursquare ministers, not including the candidate’s coach. The Interview Panel Members and Coach must hold Ordination or have held U.S. License for at least 2 years. At the request of the District, the General Supervisor may make an exception and approve an interview panel of 2 (or only 2 interviewer signatures) on a case-by-case basis depending on the circumstances, and such an exception is attached to and noted on the MP-5 (Licensing Interview Worksheet) by “Interview Panel Approval of 2 Attached.”
 - b. At least one of these should be a Senior Pastor (or his/her spouse) **or an Area Missionary (6/2/2020) or a former Senior Pastor (8/19/2020).**
 - c. The signature of the coach is required on the MP-5, even if the Coach does not attend the interview. At the request of the District, the General Supervisor may make an exception and waive the coach signature on a case-by-case basis depending on the circumstances, and such a waiver is attached and noted on the MP-5 by “Coach Signature Waiver Attached.”
 - d. **License Application Online Signers (6/3/2020)**
 - i. **Overview of Signers (8)**
 - 1. **Senior Pastor (or Senior Pastor Equivalent specified below) (MP-0 License Application Request)**
 - 2. **2 Recommenders (MP-2 Recommendation)**
 - 3. **3 Interview Panel Members (MP-5 Interview Worksheet)**
 - 4. **Coach (MP-5)**
 - 5. **District/Department Supervisor (MP-5)**
 - ii. **MP-0 (License Application Request) – one of the following, who may not also sign an MP-2, because MP-0 functions as MP-2 Equivalent.**
 - 1. **Senior Pastor**
 - 2. **Co-Pastor**
 - 3. **Executive Pastor (identified via letter from Senior Pastor to District)**
 - 4. **Area or Regional Pastor**
 - 5. **District/Department Supervisor**
 - 6. **District/Department Administrator**
 - iii. **MP-5 (License Interview Worksheet) – all of the following**
 - 1. **District/Department Supervisor**
 - 2. **3 Panel Members**

a. May be Senior Pastor of Applicant, i.e. signer of MP-0

b. May be Recommender, i.e. signer of MP-2

3. Coach

- e. Occasionally, a License Interview Panel includes a condition on the MP-5 License Interview Worksheet. In such a case:
 - i. The Condition delays the Recommendation on the MP-5.
 - ii. The District holds the Recommendation until the Condition is fulfilled.
 - iii. When the Condition is fulfilled, the District can then include documentation with the Recommendation that the Condition has been met, which activates the Recommendation on the MP-5.

- 9. License Interviews for graduates of Foursquare Bible Institutes and Foursquare Bible Colleges and Universities
 - a. Graduates of Foursquare Bible Institutes and Foursquare Bible Colleges/Universities will be required to complete the Foursquare Licensing Process as described in the Foursquare Licensing Process Guide in order to receive a Foursquare license and Foursquare appointment.
 - b. In our current design, the District provides a licensing structure which includes a licensing point person, coaches and interview panels. The Bible College/University may also provide a licensing structure which includes a licensing point person, coaches and interview panels.
 - c. Bible Institute Graduates will pursue licensing through the District licensing structure.
 - d. Bible College/University Graduates may pursue licensing through a District licensing structure.
 - e. Bible College/University Graduates may also pursue licensing through a Bible College/University licensing structure, if it is provided.
 - i. Bible College/University President determines the licensing point person, coaches and interview panel members.
 - ii. Bible College/University President determines when an applicant becomes a candidate.
 - iii. The Pacific Southwest District Office may provide administrative support.
 - iv. District Supervisor where the candidate is seeking appointment may require an additional interview.

- 10. For the holder of Staff Minister License, the process to upgrade to U.S. License is:
 - a. If prior MP-1 is more than 3 years old, require new MP-1, providing prior MP-1 for reference purposes. (For Retired Ministers, the original MP-1 is acceptable, with note on the Story Page indicating “Upgrade of Staff Minister License to U.S. License for Retired Minister per 9/1/2012 District License automatic upgrade.”)
 - b. Require MP-4, signed by Senior Pastor (if applicable) and District Supervisor.
 - c. Require background check if one on file is more than 3 years old, and proceed accordingly.
 - d. Fast Track or Executive Track is determined according to policy.

- e. We discontinued the Staff Minister License in 2016, at which time those with Staff Minister License either upgraded to U.S. License or were set to Inactive, effective 12/31/2016.
 - f. Here are the requirements for Staff Minister License Reactivation, if completed prior to Lapse and by 12/31/2019.
 - i. Requires U.S. License Upgrade as described in this section.
 - ii. Requires Polity 2016.
 - g. Please see GTS 4.2.25 for Stacking Order (w/o MP-5 or MP-2's).
11. U.S. License Upgrades and Ordination
- a. Upgrades do not require a licensing interview, **unless there is also a Lapse**.
 - b. District Supervisors may recommend that an individual who has not previously participated in an interview, and who is seeking an upgrade, participate in a licensing interview.
 - c. The board approved the following policy on December 6, 2007: Foursquare does not require a church to be chartered in order for a minister appointed to that church to upgrade from Staff Minister License to U.S. License, or to move from U.S. License to Ordination.
12. A Church Ministry Team Member Card may be issued by a Local Church.
- a. It is NOT a license.
 - b. There is an application which is processed by the District.
 - i. The District works directly with the Senior Pastor, and provides the MP-1 to the Senior Pastor for distribution to the Church Ministry Team Member.
 - ii. The application process requires completion of the MP-1 and background check, and includes a \$60 application fee (payable to The Foursquare Church, sent to the District Office with the MP-1) to cover the cost of the background check, but does not require the polity course or MP-2 (recommendation forms).
 - iii. The District orders the background check and forwards the \$60 application fee to the Corporate Secretary's Office.
 - iv. If the results of the criminal background check indicate Level 3 (Felony) or Level 4 (Sexual Offense) items, the applicant is ineligible for a Church Ministry Team Member Card.
 - v. The District reviews the MP-1, and if satisfactory, requests that the Corporate Secretary's Office send the Church Ministry Team Member card to the Senior Pastor.
 - c. The Senior Pastor signs the card, along with a Church Council Member.
 - d. Church Ministry Team Members are entered in the database by the District with Member Type of Other, Appointment Type of Leader and Appointment Function of Church Ministry Team Member.

13. Sister Organizations
 - a. Sister Organizations involve recognition of alignment of the Doctrinal Statement of the other Ministry Organization with Foursquare and acknowledgement that we are closely related partners in the Kingdom of God.
 - b. The following are considered Sister Organizations in the United States.
 - i. Assemblies of God
 - ii. Church of God – Cleveland, TN
 - iii. Church of God of Prophecy (COGOP)
 - iv. Open Bible Church
 - v. Pentecostal Holiness
 - vi. Christ for the Nations (CFNI)

14. Ministers Licensed or Ordained (currently or previously) by other U.S. Organizations or other National Foursquare Churches who apply for U.S. Foursquare License
 - a. Such ministers are required to go through the complete license application process, including background check, recommendations, self-study polity course, licensing interview, etc., **subject to some exceptions identified below.**
 - b. In addition, such ministers must provide a Letter of Good Standing from the Other U.S. Organization or Other National Foursquare Church. **Lack of such a Letter of Good Standing is a reason for Executive Track, unless one of the following applies, in which case it can remain on Fast Track, as documented accordingly (3/19/2020):**
 - i. **The other organization no longer exists.**
 - ii. **It's only a membership and not a credential.**
 - iii. **The other organization no longer has records for the period in question, either because of mishap (disaster, accident, mistake, etc.) or retention policy. (10/29/2020).**
 - c. In particular, those Licensed or Ordained by Sister Organizations or Other National Foursquare Churches may start with U.S. License or Ordination depending on the license they currently hold and as determined by application of the U.S. Licensing and Ordination Rules contained in the MP-3. For those who start at the Ordination level, that is called Concurrent Ordination, and the U.S. License and Ordination are processed as separate transactions, which involves the following documentation variations.
 - i. U.S. License (per standard protocol)
 1. Naming Convention: "MP-1 Lastname, Firstname – License"
 2. License Checklist
 3. MP-5
 4. Balance of MP-1 PDF Package
 - ii. Ordination
 1. Naming Convention: "MP-1a Lastname, Firstname – Ordination"
 2. Ordination Checklist
 3. MP-4 (instead of MP-5)
 4. MP-1 PDF Package, except for Checklist (MP-1a is not required.)

- d. In particular, for those Licensed or Ordained by Other National Foursquare Churches,
 - i. The “Interview” is rather considered an “Orientation”, as encapsulated in the following statement to be used in communication with such Ministers: **“If you are a licensed or ordained minister who has maintained good standing with another national Foursquare Church, we will ask you to go through portions of our licensing process, including the required application, background check, and mentored polity training that focuses on the unique legal and regulatory challenges of operating a Foursquare Church in the US, but we will not question you to confirm your knowledge of Foursquare doctrine and basic ministry philosophy and practice.”**
 - ii. Here are some of the particulars of Orientation:
 - 1. It important that they understand our structure (per the polity questions #4, #5, #6, #7, #8, #9 of the interview):
 - a. How the board functions.
 - b. How a church council functions.
 - c. Requirements of a local church.
 - d. The role of a district supervisor.
 - e. Appointments are interdependent.
 - f. Role of business sessions of convention (elect/ratify president, change/approve bylaws).
 - 2. Additional requirements:
 - a. They must review the CYP manual/videos.
 - b. They must align with WIML position.
 - c. Ask them the Holy Spirit Baptism questions as stated on the MP-5.
 - 3. Orientations are typically one on one – so only one person plus the district supervisor would be signing the MP-5.
 - iii. They must also provide:
 - 1. Letter of recommendation from the Director of Missions (Upon receipt of this letter, the minister may begin the license application process.)
 - 2. Copy of most recent Ordination or License Certificate and/or Card issued by the Other National Foursquare Church
 - 3. Verification of two years of identified Foursquare ministry while serving under the credential of the Other National Foursquare Church
- e. If such ministers begin at Ordination level, a “Laying on of Hands” service is required (except as explained below), in which case the presentation to the board includes both U.S. License and Ordination.
 - i. U.S. License becomes effective on the board date.
 - ii. Ordination becomes effective on the date of the Ordination Service.

- iii. In the case of Ordained Ministers from Other National Foursquare Churches, the District Supervisor may determine, possibly in consultation with the minister, and according to what will serve them best relationally:
 - 1. Whether or not there will be an Ordination Service.
 - 2. Whether the effective date of the Ordination is upon Board Approval or the Ordination Service.
- 15. License Renewal Notice Recipients
 - a. License Renewal Notices are mailed directly to the minister.
 - b. Senior Pastors review Assisting Minister appointments annually to confirm the validity of local church appointments.
- 16. License Annual Fees for Newly Licensed Ministers Late in the Year
 - a. For several years, starting in September, whenever someone was approved for license, we gave them the option of paying for the current year with the understanding that they would be immediately invoiced for the coming year as well, or wait to begin their license in January of the coming year.
 - b. Effective in 2012, for a license candidate (or a new appointee who was previously licensed and became inactive in a prior year and is now reactivating license) approved for license on or after September 1, we will make the license effective upon receipt of payment and board approval, and record the payment in the database for the coming year. This payment will be considered as satisfaction of the remaining months of the current year as well and will include the minister in the Basic Life Census and Minister's Benevolent Fund.
- 17. License Renewal Refund Policy
 - a. Occasionally, we refund License Renewal Fees.
 - b. To qualify for refund of the License Annual Renewal Fee,
 - i. The appointment must end in the prior calendar year, typically on December 31, but it could be earlier. (This would mean that the individual was not involved in any licensed ministry in the current year.)
 - ii. The request must be made on or before February 28.
 - iii. There must be a clear expectation that the minister will not return to a ministry appointment in the current year.
- 18. Licensing U.S. Citizens, Non-U.S. Citizens, Residents and Non-Residents
 - a. We do license Non-Residents that are U.S. Citizens, subject to the requirements of the Foursquare Licensing Process Guide and the Guide to Services.
 - b. We do license Non-U.S. Citizens that are Residents, subject to the requirements of the Foursquare Licensing Process Guide and the Guide to Services.
 - c. We do not license Non-Resident, Non-U.S. Citizens.
 - d. Notwithstanding the foregoing, Non-Resident, Non-Citizen individuals for whom a US Foursquare Church appointment has been identified may begin the US Foursquare ministerial licensing process with the approval of the District

Supervisor of the District where the intended appointment is to be made while awaiting approval of a US immigration status for which the applicant or the US Foursquare Church has applied on behalf of said individual to grant them the necessary admission and employment authorization that will enable them to commence employment with US Foursquare Church, provided that the individual and/or the leadership of the local Church where the individual will be employed:

- i. Pay the required license application fees, and
- ii. Together indicate in writing their understanding and agreement that such fees are non-refundable, should the license candidate not be granted the status that would enable them to be admitted to the US and commence the intended employment, and/or not be licensed.

19. Camp Personnel and Licensing

- a. Each Camp is located in a Geographic District.
- b. The Geographic District serves as the licensing authority for Camp Personnel without an appointment to a local church.
 - i. New License Applications
 - ii. License Upgrades
 - iii. License Renewals
- c. If a Camp Personnel also has a local church appointment, it is best to go through the local church.

20. License Applicants and Foursquare Church Attendance

- a. We ask the License Applicants the following: “Do you currently attend a Foursquare Church?”
- b. Although most License Applicants do attend a Foursquare Church, such attendance is not a requirement for licensing, but one factor among many to be considered by the District Supervisor, and to be drawn to the attention of the District Supervisor by the Licensing Coordinator.
- c. Here are three common examples:
 - i. Foursquare Association Only minister Recognized at a Non-Foursquare Place of Service.
 - ii. Church Planter who is preparing to plant a Foursquare Church.
 - iii. Life Pacific University Faculty who do not attend a Foursquare Church.

21. For License Applications for those with Primary Appointments to Central Offices, not within the District Structure, i.e. NCO, Operations, FMI, FCI, LPC, Ignite typically partner with a corresponding District, according to the table below, recognizing flexibility within these guidelines, based on:
- Relationship
 - Geographic Location
 - Church Location
 - Home Location
 - Work Location

	NCO and Operations	FMI and FCI	Life Pacific Students/ Faculty / Staff	Ignite Students/ Faculty / Staff
Facilitated by Licensing Coordinator serving:	District where applicant lives or works	District where applicant lives or works	Pacific Southwest District	Northeast Atlantic District
Approves distribution of License Application and Candidate Status:	District Supervisor	Director of FMI or FCI	President of Life Pacific	President of Ignite
Provides Ethics Committee and Interview Panel:	District where applicant lives or works	District where applicant lives or works	Pacific Southwest District	Northeast Atlantic District
Signs MP-4/MP-5:	District Supervisor	Director of FMI or FCI	President of Life Pacific	President of Ignite

22. Retired Ministers and Foursquare Retirement Commendation
- “Retired” status may be assigned by the District **with the awareness of the minister**, when a Licensed Minister reaches age 70, without requiring completion of a form. “Retired” status means that a Licensed Minister is no longer required to hold an Appointment in order to hold a Foursquare License.
 - The District enters “Retired” status (Category Activity Record) into The Hub.
 - For those with a birthday in the current year, the Effective Date is the Minister’s 70th Birthday.
 - For those with a birthday in a prior year, the Effective Date is the Appointment End Date
 - The District notifies the Corporate Secretary’s Office (CSO) accordingly.
 - The District communicates to the CSO how to proceed on a case-by-case basis (5/6/2020).**
 - Commendation Plaque and Commendation Letter**
 - Commendation Letter Only**
 - Neither**

- ii. The CSO enters the “Retired” status into the weekly Fast Track Report (FTR), for presentation to the Board, **to document the process and to trigger the corresponding Commendation Plaque and/or Commendation Letter.**
 - d. If a Minister with “Retired” status no longer has an Appointment, “Retired” status may be ended and the Minister’s License may be set to Inactive (to be documented in writing via an Inactive Letter):
 - i. If the Minister does not desire to continue to be a Foursquare Licensed Minister, OR
 - ii. If the Minister no longer qualifies to hold a Foursquare License.
 - e. Minister in Transition appointments may be provided to licensed ministers aged 65-69 until they reach age 70, if they have resigned and no longer have a ministry appointment, but desire to continue their license.
 - f. If the Spouse is also a Licensed Minister,
 - i. The District will confirm that the Spouse is also applying or choosing not to do so.
 - ii. If less than age **70**, the Spouse may apply for Early Retirement which “may be granted with special permission.” General Supervisor approval provides “special permission” and qualifies the transaction for Fast Track.
 - g. Retired Benefits vs. 70+ Benefits
 - i. Once a minister with Foursquare License reaches age 70, the Annual Minister Fees and Annual Affirmations are waived.
 - ii. Once a minister has “Retired” status, there is no longer a requirement for an appointment.
 - iii. So, once they reach age 70 and are Retired, there are no more requirements (other than to abide by the Minister’s Code of Ethics) in order to continue with an active license.
23. Legal Name of Individuals in The Hub
- a. Our general protocol is to include a person’s Legal Name in the First Name, Middle and Last Name fields.
 - i. This is the name we use for naming documents throughout our databases, including The Hub, ShareFile, FileHold, etc.
 - ii. This is the name that appears on a minister’s Ordination or U.S. License Card.
 - b. Some features of The Hub utilize the Informal Name.

24. Licensing Application Package Story Page (DOC)

(Naming Convention: “FT License – Lastname, Firstname Middlename”)

 - a. Template is found in Sharefile/Credentials Templates/Story Page Templates
 - b. Resolution must be fully justified as presented in Template.
 - c. Resolution must contain same name of District as in the header.

25. Licensing Application Package Supporting Documentation (PDF) Stacking Order

(Naming Convention: “MP-1 Lastname, Firstname Middlename – License”)

(NOTE: Please include 2 spaces after the name of the form, e.g. “MP-1 ”.)

 - a. Story Page
 - b. Presentation Checklist
 - c. MP-4 (for upgrade or reactivation, instead of MP-5)
 - d. MP-5’s (only one if MP-5 – 2013-10-08 is included)
 - i. Does the applicant affirm having read and viewed the CYPM?
 - ii. Do you recommend that the applicant be granted a Foursquare credential?
 - iii. Confirm names of Interview Panel Members and Coach.
 - iv. Confirm Signatures: 3 Interviewers, Coach, District Supervisor.
 - v. Confirm #’s of questions to be asked.
 - e. License Fee Notice or Receipt
 - i. Confirm Signature or Payment Online.
 - f. MP-7 (if a Senior Pastor) or FA-7 (if FAO Minister) Appointment Form
 - i. Does effective date match board date?
 - ii. Confirm Signature.
 - g. MP-0 (if online) or MP-9 (if an Assisting Minister AND offline)
 - i. Confirm Signature.
 - h. MP-1 with any attachments (extra pages, etc.)
 - i. Page 1:
 1. Have you ever been divorced?
 2. Are you a U.S. Citizen?
 - ii. Page 3: Are any of the above credentials currently valid?
 - iii. Page 3: Have you ever committed...? (all 5 questions)
 - iv. Page 4: Confirm Signatures and Answer to Tithe/Missions Question.
 - v. Page 5: Confirm Signatures.
 - i. MP-14 and MP-15 (Divorce Questionnaire and Divorce Report, if applicable)
 - j. **MOU (for those without Employment Eligibility)**
 - k. Background Check Report
 - i. Does Criminal Report require additional process per GTS 4.3.7?
 - ii. Does Credit Report require additional process per GTS 4.3.7?
 - l. MP-16a, MP-16b, MP-17a, MP-17b (Background Check Questionnaires and Reports)
 - m. Polity Completion Documentation
 - n. 3 MP-2 Forms (4 if Senior Pastor is a relative, 2 if online)
 - i. Does the applicant fully subscribe to the Foursquare statement of faith?
 - ii. Do you recommend that the applicant be granted a Foursquare credential?
 - iii. Are at least 10 characteristics checked?
 - iv. Confirm signature.
 - v. If offline, for Assisting Ministers, is there an MP-2 from Senior Pastor?
 - o. Emails related to decision (if applicable)
 - i. For ET items, include NCO approval, which includes cc to Operations

26. License Approval Data Entry
 - a. Enter new Individual Member Type of “Credentialed”, using Board Date.
 - b. Enter new Credential Type “U.S. License”, using Board Date.
 - c. Enter new Appointment as indicated on corresponding MP-7 or MP-9, using Board Date. (See GTS 5.5)
 - d. Change Prefix to “Rev.”.

27. Dual Credentials Eligibility
 - a. License Applicants may request Dual Credentials Eligibility prior to pursuing the License Application Process.
 - b. The Senior Pastor will answer the following questions (which in the future will be included on the MP-0 (License Application Request)):
 - i. Does the Applicant hold current credentials with another ministry organization?
 - ii. If yes, will the Applicant surrender those credentials upon approval of Foursquare License?
 - iii. If no, please contact your District to arrange for the Applicant to pursue a request for Dual Credentials Eligibility on the Executive Track before pursuing the License Application Process.
 - c. Dual Credentials Eligibility Requirements
 - i. Does the Doctrinal Statement of the other Ministry Organization align with Foursquare?
 - ii. Is there a compelling reason for the Minister to hold Dual Credentials?
 1. Does the other Ministry Organization require the minister to hold its credentials as a condition of service in that organization?
 2. Does the other Ministry Organization require the minister to hold its credentials as a condition of receiving a housing allowance from that organization?
 3. Is there another compelling reason?
 - d. If the Doctrinal Statement of the other Ministry Organization does not align with Foursquare, District uses template to notify the Applicant.
 - e. If Dual Credentials Eligibility is approved on the Executive Track, then include documentation of such approval with License Application on Fast Track.

28. Executive Pastor and the Licensing Process
 - a. A Senior Pastor may authorize an Executive Pastor to sign on behalf of the Senior Pastor.
 - b. Such an authorization is to be prepared on Church Letterhead, signed by the Senior Pastor, delivered to the District Administrator, and is to include:
 - i. <Name of Executive Pastor> currently serves as Executive Pastor of the <Name of Church> Foursquare Church, and is authorized to sign various documents on my behalf, including the following:
 1. MP-0 License Application Request
 2. MP-1 License Application
 3. MP-2 License Recommendation Form
 4. MP-9 (beginning) and MP-10 (ending) Appointment Forms

29. Annual Timeline for Review/Mailings/Spreadsheets (**from Districts, if so indicated**)
 - a. January 15
 - i. Newly Licensed Ministers (prior year) to Communications Department
 - ii. Church Ministry Team Member Cards (mailing to Senior Pastors)
 - iii. Area and Regional Pastor Confirmation Lists (spreadsheet, via email to Districts)
 - b. February 1
 - i. License Renewal Invoice Second Notices (mailing, 2 Cover Letters)
 1. Foursquare Licensed Ministers
 2. Foursquare Association Only Community Members
 - c. March
 - d. April 15
 - i. License Suspensions Unresolved (spreadsheet, via email to Districts)
 - ii. FAO Community Member Inactive Notices (mailing to FA Community Members)
 - e. May 15
 - i. Ordination Upgrade Eligibility List (spreadsheet, via email to Districts)
 - f. June
 - g. July
 - h. August 15 (reminder email from CSO to District Administrators)
 - i. Assisting Minister Appointment Review via database (email to Senior Pastors from District Supervisors/Administrators)
 - ii. Minister in Transition Review via database
 - iii. Foursquare Association Minister Review via database
 - i. October 15
 - i. License Renewal Notices (12 Cover Letters)
 1. Foursquare Appointed Ministers
 - a. Email (English and Spanish)
 - b. Postal Mail (English and Spanish)
 2. Foursquare Association Only Credentialed Ministers
 - a. Email (English and Spanish)
 - b. Postal Mail (English and Spanish)
 3. Foursquare Association Only Community Ministers
 - a. Email (English and Spanish)
 - b. Postal Mail (English and Spanish)
 - j. November
 - k. December
30. Monthly Timeline
 - a. 1 – Census Report
 - b. 1 – Census Anomalies Report
 - c. 1 – Applicants Paid Report
 - d. 1 – Inactive Ministers Lapsed Report

31. Monthly Census
 - a. Identify the following to include in the Census.
 - i. Member Type of “Credentialed”
 - ii. Member Type of “Inactive”
 1. As of January 2 or later of current year, AND
 2. Paid Through December 31 of current year.
 - iii. Member Type of “Applicant”, “Community”, “Inactive”, “Other”
 1. Paid Through December 31 of current year, AND
 2. Data Entry is inaccurate or incomplete or unresolved.
 - b. Prepare the following 3 spreadsheets during the course of this exercise.
 - i. Activity List – Analysis – Ministers
 - ii. Census
 - iii. Census Anomalies
 - c. Run “Activity List – Analysis – Ministers” with no Filters.
 - d. Save As Activity List spreadsheet
 - e. Sort “Activity List – Analysis – Ministers” to facilitate analysis.
 - i. Status
 - ii. Member Type Contact Record
 - iii. Member Type
 - iv. Paid Through Date
 - v. Member Type Date
 - f. Align Member Type Contact Record with Member Type
 - i. Applicant
 1. Applicant with Inactive indicates Reactivation in Process.
 2. Applicant with Other usually indicates incomplete data entry, which may be easily corrected to achieve immediate alignment.
 - ii. Community
 - iii. Credentialed
 - iv. Inactive
 - v. Other
 - g. Address the following:
 - i. Anomalies – Payments
 - ii. New Licensee Data Entry
 - iii. Applicant Paid Through
 - iv. Lapsed
 - v. Deceased
 - vi. Unlicensed Spouse BLME Participants
 - h. Re-Save Activity List spreadsheet.
 - i. Save As Census spreadsheet.

- j. Delete Most Records (Retain Credentialed and some Paid Through.)
 - i. Delete Deceased Records.
 - ii. Delete Member Type of Community.
 - iii. Delete Member Type of Applicant and Other, unless:
 - 1. Paid Through Date = 12/31/YYYY, AND
 - 2. Data Entry is incomplete or inaccurate or unresolved.
 - iv. Delete Member Type of Inactive, unless Paid Through Date = 12/31/YYYY.
 - k. Identify Anomalies – Appointments.
 - i. Sort by Appointment Type and Appointment Function and Category.
 - ii. If Not Retired
 - 1. For those with Leader Appointment Type – Blue.
 - 2. For those with No Appointment Type – Gray.
 - iii. Other
 - l. Identify Anomalies – Other.
 - i. No Payment – Yellow
 - ii. Improper Data Entry – Blue
 - iii. No Birthday – Pink
 - iv. Paid without an Appointment - Green
 - m. Re-Save Census spreadsheet.
 - n. Calculate Unlicensed Spouse Participants.
 - i. Sort by Unlicensed Spouse Participant, Participant Ended.
 - ii. Calculate Unlicensed Spouses by the difference.
 - o. Sort by Birth Date (Z to A) and look for possible 69-70 boundary issues.
 - p. Sort by Age Group and Full Name, for readability.
 - q. Re-Save Census spreadsheet.
 - r. Save as Census Anomalies spreadsheet.
32. Board Agenda Data Entry
- a. Occasionally the Board passes a Resolution with a Condition (e.g. 12/8/2016 (ET Reinstatement, 2/2/2017 (ET Reappointment))
 - b. Data entry in The Hub of the Condition will be performed by the Corporate Secretary’s Office in the Notes Section of the individual/organization, e.g. “Board Condition of <nature of transaction>: <description>”.
33. Church as a Licensing Agency
- a. There was a recent question regarding the possibility of a local church issuing licenses.
 - b. Local Foursquare Church may not issue ministerial licenses.
 - i. Our bylaws vest the authority to issue ministerial licenses in the board of directors (Bylaw 12)
 - ii. Such authority has not been delegated to local Foursquare Churches.
 - iii. There is no basis in our bylaws for a local church to issue a license.

4.3. LICENSING: Background Checks

1. A background check (criminal and credit report) is required for all license applicants, based on the release form contained in the MP-1. (If it is an upgrade to U.S. License, a background check is performed if there is not one on file or if the background check on file is more than 3 years old. In this case the results of the background check are processed the same as for a new application.) The background check fee will be paid out of the license application fee paid by the applicant, if any. The District Supervisor, District Licensing Point Person, District Ethics Committee, Senior Pastor, Coach and Interview Panel are authorized to have access to all the information received via the Criminal Background Check and Credit Report, and must keep that information confidential. The following components will make up the background check:
 - a. Social Security check & Residency History which verifies identity and lists all addresses for the last seven (7) years.
 - i. For all individuals, regardless of their employment eligibility, we need the most recent seven (7) years of residency/address history in order to obtain a comprehensive background check. As Social Security records generally include that residency history for an individual that has been in the U.S., for those with valid SS#'s that were issued more than seven (7) years ago, the SS# on the standard release form will be enough. If there is no SS#, or if it was issued less than seven years ago (even if the individual has a SS# and Employment Authorization as documented on an I-9), we will need the additional Background Check Notification and Release form described below.
 - ii. As the Social Security residency history, however, does not generally include residence outside the U.S., for any of the required seven year period immediately prior to applying for license that the individual resided outside the U.S., we need an International Background Check to cover the applicable period of non-US residency.
 - b. Criminal Background check on each county of residence for the last 7 years.
 - c. Nationwide Criminal Record Database search with confirmation of found records, including Sex Offender Registries for all 50 states and U.S. Territories.
 - d. Federal Criminals Record Check
 - e. Credit Report Check
 - f. Maiden & Alias name check
2. Background Check Notification and Release Form
 - a. License Applicants without Employment Authorization will be asked to provide a history of U.S. Residency including addresses and dates, and will be required to sign a Volunteer Minister MOU at their licensing interview confirming their understanding that they are not eligible to be employed or compensated by The Foursquare Church in relation to their service as a licensed Foursquare minister.

- b. License Applicants without 7 years of U.S. Residency will be asked to provide a history of Non-U.S. Residency, including countries, addresses and dates, for the prior 7 years (from the age of 16 and beyond).
 - c. For those License Applicants without a Social Security Number and/or without 7 years of U.S. Residency:
 - i. The District requests a U.S. Background Check for those without a Social Security Number as follows:
 - 1. Order the background check online using **111-11-1111** as the Social Security Number.
 - 2. Write in the “notes” section on the last page the following: “Applicant does not have a Social Security Number.”
 - 3. Submit the request.
 - 4. Email the completed Background Check Notification and Release Form to expedite@castlebranch.com) and include the following statement:
 - a. “Attached is the Release Authorization for a background check of one of our applicants, <applicant name>.”
 - ii. The District requests (in addition to the U.S. Background Check, for those without 7 years of U.S. Residency) an International Background Check for each country indicated as follows:
 - 1. Order the background check online. Please be careful to click on the “International Citywide” box in the “a la carte” section of the order screen.
 - 2. Submit the request.
 - 3. Email the completed Background Check Notification and Release Form to expedite@castlebranch.com) and include the following statement:
 - a. “Attached is the Release Authorization for a background check of one of our applicants, <applicant name>.”
 - 4. The cost of the International Background Check is currently covered by the Credentials Department, so there is no additional charge to the Applicant or to the District.
3. Written Explanations: Each license applicant will be required to provide a written explanation regarding any of the following.
- a. Divorces (MP-14)
 - b. Criminal Items reported on the Criminal Background Check (MP-16a)
 - c. Credit Items reported on the Credit Report (MP-16b)
 - d. Dismissal from another Ministry Organization (MP-16c)

4. Forms for Criminal and Credit Items:
 (MP-16a (criminal), MP-16b (credit), MP-17a (criminal), MP-17b (credit))
- a. Background Check Questionnaires (MP-16a, MP-17b) and Background Check Reports (MP-17a, MP-17b) and Ethics Reviews are required as follows:
 - i. Level 1 – Not Required
 - ii. Level 2 – Required at the discretion of the District Supervisor, who may waive the Questionnaire (MP-16a, MP-16b) and/or Ethics Review by stating on the Report (MP-17a, MP-17b): **“As District Supervisor, I waive the Background Check Questionnaire and/or Ethics Review for the following Level 2 items: <item 1, item 2, etc.>.”**
 - iii. Level 3, Level 4 – Always Required
 - iv. **Please note that an item that is identified at multiple levels is evaluated according to the highest level.**
 - b. For those items requiring a Background Check Questionnaire (MP-16a, MP-16b) the District will provide license applicants with a form which lists each criminal or credit item which appears on the background check and asks for written explanations including answers to particular questions.
 - i. Criminal Items (MP-16a)
 1. Misdemeanor Charge, unless the Background Check indicates it was dismissed. (Ordinances will be processed in the same way as Misdemeanors.)
 2. Felony Charge, unless the Background Check indicates it was dismissed, in which case the District will draw this information to the attention of the Licensing Interview Panel. (Note: If the applicant is on parole, the licensing application will be placed on hold until the applicant is released from parole.)
 3. Convicted Sex Offender
 4. Convicted Sex Offender with a Minor
 - ii. Credit Items (MP-16b)
 1. Past Due Account (includes Collection, Late Pay, Charge-Off)
 - a. It will not be necessary for the applicant to complete the MP-16b if the only negative information on the credit report is:
 - i. Less than \$2,500 in non-medical consumer credit “past dues” and less than \$10,000 in medical account “past dues”, and
 - ii. No more than three past due accounts.
 - b. As a service to applicants, the District will notify them of all negative information revealed in their credit reports, whether or not the extent of the negative information triggers the requirement to complete an MP-16b relative to that information.
 2. Foreclosure/Repossession/Bankruptcy
 3. Judgment/Tax Lien
 - c. The License Applicant will return the completed forms to the District.
 - d. If an Ethics Review is required, the District will provide the Ethics Committee with copies of the MP-16a and/or MP-16b and a form which asks for an analysis of the applicant’s explanation including answers to particular questions.
 - i. Criminal Items (MP-17a)
 - ii. Credit Items (MP-17b)

5. Review of Written Explanations listed in paragraph 3 and corresponding reports:
Review of the MP-1, MP-14, MP-16a, MP-16b and/or MP-16c and completion of the MP-15, MP-17a, MP-17b and/or MP-17c is required as follows. (The District will present the written materials accordingly.)
 - a. For particular Criminal and Credit items, as defined below in the Evaluation Grid, by the Ethics Committee, Legal Department and/or Foursquare Board.
 - b. Also, as defined below in the Evaluation Grid, an Interview may be required to discuss the MP-16a, MP-16b and/or MP-16c, to be conducted in person or by phone by at least two members of the District Ethics Committee, to assist the District Ethics Committee in completing the MP-17a, MP-17b and/or MP-17c. No additional form will be required.
 - c. Those reviewing the materials listed here will indicate in writing (which includes by e-mail) that they have reviewed these materials before making a recommendation and/or decision.

6. Legal Review of Criminal and Credit Background Check Explanations: For those situations requiring legal review, the legal department:
 - a. Does not offer a specific recommendation as to whether or not to license the applicant.
 - b. Does provide observations, concerns and comments which are then provided to the District Supervisor, District Ethics Committee and/or Licensing Interview Panel for their consideration in making a recommendation or decision regarding the licensing of the applicant.
 - c. Has provided the following general statement regarding credit reports that reveal liens, judgments or personal bankruptcy and may then provide additional comments on a case-by-case basis.
 - i. “The first implication of the presence of any of the above items is spiritual. The Bible makes clear that believers are to owe no man anything, and that pastors and other leaders are to be above reproach. In these circumstances, the ethics committee must determine if this person is someone who meets the biblical and denominational standards regarding the handling of finances. In other words, would we want this person to represent us as a credentialed minister?”
 - ii. “The second implication is legal. The church is the pastor’s employer. If an employee has financial problems, it could spill over into the church affairs in the form of payroll garnishments, etc.
 - iii. “The third implication is risk management. Though I have no wish to impugn the trustworthiness of anyone, especially one I do not know, it must be recognized that when one is experiencing severe financial distress one becomes more susceptible to financial temptations re church funds, especially if a church is lax or naïve regarding internal financial controls.
 - iv. “My recommendation is to be very cautious in licensing this individual and, if we do license (him/her), a higher degree of scrutiny re (his/her) personal financial affairs and church financial affairs is prudent and not unreasonable to require.”

7. Legal Review of Licensing Transactions
 - a. Background Check Items
 - i. If the background check reveals a Felony Charge, unless it was dismissed, a legal review is required and the transaction is Executive Track.
 - b. There are 5 questions on the MP-1 and MP-1a, as follows. (Please note that if these questions have been addressed and documented by the District and NCO as part of the License (MP-1) process, it is unnecessary to revisit them as part of the Ordination (MP-1a) process, rather it should be noted as “Addressed and documented with U.S. License application, presented to the Board and approved on MM/DD/YYYY.”)
 - i. “Have you ever committed or been accused of, charged with or convicted of sexual or other inappropriate conduct with a minor?” (See 4.3.8 below.)
 - ii. “Have you ever committed or been accused of, charged with or convicted of inappropriate sexual conduct with an adult?” (Note: This does not include pre-marital sex or adultery, sin definitely, but not criminal behavior.)
 - iii. “Have you ever committed or been accused of, charged with or convicted of other inappropriate conduct with an adult?” (Note: Examples would include a negligent caretaker or a bar fight.)
 - iv. “Have you ever committed or been formally accused of, charged with or convicted of any financial misconduct?”
 - v. “Have you been formally disciplined or dismissed by any other organization, church or ministry?” (Note: This is not limited to misbehavior or doctrinal differences.)
 - c. A “Yes” answer to any one of the 5 questions in paragraph “b” requires contacting the General Supervisor to determine whether legal review of the transaction is required. If so, please proceed as follows:
 - i. A “Yes” answer to one of the first four questions involves the following:
 1. Applicant completes MP-16a.
 2. District Ethics Committee completes the corresponding MP-17a.
 - ii. A “Yes” answer to the fifth question involves the following:
 1. Applicant completes MP-16c.
 2. District Ethics Committee completes the corresponding MP-17c.
 - d. If a legal review is required as described in above paragraphs, here is the protocol.
 - i. Merge together preliminary emails that include discussion to date and/or help provide context.
 - ii. Summarize and organize the particulars in the body of the email, typically in chronological order.
 - iii. Draft Story Page and prepare Supporting Documentation (even though usually moving from Applicant to Candidate), using the summary described in the previous paragraph. It helps facilitate the legal review if there is always a Story Page and Supporting Documentation.
 - iv. Confirm that all necessary MP-16a, MP-16c, MP-17a and MP-17c forms have been completed and are included in the attachments.

- v. Draft Email to Legal, but send first to NCO (email template) for review.
 - 1. Per GTS 4.3.7, all licensing transactions involving a) a Felony Charge (unless dismissed) as revealed on the background check, or b) a positive answer to a “Have you ever...?” question require legal review.
 - 2. Shall we present to the Legal Department for review?
 - vi. At the direction of NCO, prepare and send transaction to legal department, with cc to NCO, for legal department to review and respond, and then proceed accordingly.
 - e. Upon reviewing the transaction, the legal department determines whether there are any legal concerns it wishes to present to Board.
 - i. If there are legal concerns to present to the board, it is ET.
 - ii. If there are not legal concerns to present to the board, it is FT.
8. Minor to Minor (Approved by Board – November, 2017)
- a. Minor to Minor incidents of license applicants and Foursquare ministers will be reviewed based on age of both partners, sexual activity and pre-post conversion.
 - b. Minor to Minor incidents by age:
 - i. Applicant/minister was 13 years or younger, the applicant was no more than 3 years older than the other minor, the activity was consensual, then the incident will be reviewed based on sexual activity, pre/post conversion and left to the discretion of the supervisor and may be processed fast track. If the applicant was more than 3 years older than the other minor, then the incident may require legal review and will be processed executive track.
 - ii. Applicant/minister was 14-17 years old, the other minor was 13 years or younger and the activity was consensual, then the incident will require legal review, possible ethics review/interview, and will be processed executive track.
 - iii. Both minors were 14-17 years old and the activity was consensual, may require legal review and will be executive track approval.
 - c. Regardless of age, legal review is required when the minor to minor sexual activity appears coerced, exploitative, based on intimidation, or in any other way resembles abuse – regardless of claimed consent by the minor and regardless of partner age.

9. Evaluation Grid: The following grid defines five (5) levels of concern and outlines the evaluation process, indicating for what concerns additional review and a personal interview are required, as well as what concerns would make a person ineligible for a License.

	Criminal Check Item	Credit Check Item	License Eligibility	Additional Review Required? (cumulative)	Ethics Committee Interview Required?
Level 1	Traffic Violation	<\$10,000 Consumer Past Due <\$25,000 Medical Past Due <\$25,000 Education Past Due	Eligible	None	No
Level 2	Misdemeanor	>=\$10,000 Consumer Past Due >=\$25,000 Medical Past Due >=\$25,000 Education Past Due Foreclosure Repossession Bankruptcy <\$25,000 Judgment or Tax Lien	Eligible	Ethics Committee Decided by District Supervisor	Decided by District Supervisor
Level 3	Felony (Executive Track Agenda)	>=\$25,000 Judgment or Tax Lien	Eligible	Ethics Committee, Legal Department	Yes
Level 4	Sexual Offense		Eligible	Foursquare Board	Yes
Level 5	Sexual Offense with a Minor		Ineligible, except per Minor to Minor Policy	See Minor to Minor Policy	See Minor to Minor Policy

4.4. LICENSING: License Status Activity Records (District Data Entry)

1. Personal Activity Records – The second, third and fourth (b,c,d) are partnered with a Member Type of “Inactive” and a Credential Type of “License Inactive” which is an alert to the Districts to check the Personal Activity Records for additional information. (“**License Inactive**” is a Credential Type which indicates that there is a corresponding Personal Activity Record regarding an additional concern, such as “**License Suspended**” or “**License Revoked**”, which we do not communicate as a Credential Type.)
 - a. “License Under Review – Open” – For situations involving a minister whose license is under review but does not warrant a suspension.
 - b. “License Suspended” – For situations where the Foursquare Board has suspended a license.
 - c. “License Revoked” – For situations where the Foursquare Board has revoked a license.
 - d. “License Seceded” – For situations where the minister has notified Foursquare that he/she is leaving Foursquare.
 - e. “License Reinstated” – For situations where the Foursquare Board has approved Reinstatement following Suspension or Revocation.
2. License Under Review – 2016-2017
 - a. In the past, “License Under Review” status required that all Credentialed Appointments be ended, required data entry of a corresponding “License Inactive” Credential Type, and required that the “License Under Review” status be ended prior to giving the minister a new appointment.
 - b. The meaning of “License Under Review” has changed, as described in the following 2 sections.
 - c. To bring resolution to the 2016-2017 existing “License Under Review” records, we will process them according to the “License Under Review – Open” protocol as described in detail in the following 2 sections.
3. License Under Review – Resolving Outstanding Records from 2016-2017
 - a. Edit the Activity Record from “License Under Review” to “License Under Review – Open”, leaving the Begin Date and Notes Field intact.
 - b. Gather information from the MP-8 or MP-10 which was used to end the appointment, and whatever other sources of information you may have.
 - c. Contact whoever signed the MP-8 or MP-10 for possible further information, including a possible update.
 - d. Review the information with your District Supervisor and/or District Administrator and proceed as follows.
 - i. If the concern was unfounded, enter “License Under Review – Unfounded”, per GTS 4.4.4.a.ii, and enter the corresponding Credential Type (U.S. License, Ordination or Lapsed) using the same Effective Date.

- ii. If the concern was addressed, enter “License Under Review – Addressed”, per GTS 4.4.4.a.iii, and enter the corresponding Credential Type (U.S. License, Ordination or Lapsed) using the same Effective Date.
- iii. If the concern was not addressed and does warrant consideration of Suspension or Revocation, please initiate the process for Suspension or Revocation per GTS 4.9.1.c. and 4.9.1.d.
- iv. If the concern was not addressed and does not warrant consideration of Suspension or Revocation, please initiate a review process.
 - 1. Determine whether or not to contact the individual for further information and proceed accordingly.
 - 2. Recommend (and enter in the Confidential Notes Section of the Individual’s About Tab in The Hub) steps (one or more of the following) to be completed by the individual to address the concern prior to Reactivation of License, e.g. “Prior to Reactivation of License, individual must”:
 - a. Participate in an Ethics Review.
 - b. Complete the following course of study: _____.
 - c. Meet with a counselor and obtain the counselor’s recommendation.
 - d. Pursue reconciliation with _____ and report the results of that pursuit.
 - e. Other?
 - 3. Enter “License Under Review – Addressed” and reference the Recommendation(s) in the Notes field.
- e. Utilize resources as they become available to help address issues in the following areas:
 - i. Financial Issues
 - ii. Inappropriate Sexual Behavior
 - iii. Abuse of Authority Issues

4. License Under Review – 2019

- a. Terminology. (Each of the three new License Under Review terms listed below is a Personal Activity Record Type, and does not replace the Credential Type of U.S. License or Ordination, i.e. the minister’s credential continues to be Active and will continue to display as U.S. License or Ordination.)
 - i. “License Under Review – Open” (new term)
 - 1. Temporary Status, not to exceed 6 months. **(At the request of the District, the General Supervisor may approve an extension of up to 6 months. 10/2/2020)**
 - 2. To be followed by one of the following:
 - a. License Under Review – Unfounded
 - b. License Under Review – Addressed
 - c. License Suspended, which means that License Under Review led to a termination of license, with a Restoration Plan.
 - d. License Revoked, which means that License Under Review led to a termination of license, without a Restoration Plan.

- ii. “License Under Review – Unfounded” (new term)
 - 1. No basis for any concern whatsoever and the claims were found to be false.
 - 2. Confidential notes, prepared by the District (per #3.b), will be stored in a secure file in FileHold/ShareFile, accessible via link.
 - iii. “License Under Review – Addressed” (new term)
 - 1. Valid basis for the concern, either in whole or in part. A valid basis does not necessarily mean the minister did something wrong, it just means the concern raised was warranted, and resolution may be as simple as the pastor needing to improve in an area.
 - 2. Concern has been addressed, without proceeding to Suspension or Revocation.
 - 3. Confidential notes, prepared by the District (per #3.b), will be stored in a secure file in FileHold/ShareFile, accessible via link.
 - 4. There may also be a corresponding “Growth Plan” which will be referenced in the notes.
 - a. The “Growth Plan” is independent of and may continue beyond the end of License Under Review. “Growth Plan” could be as simple as attend a training class.
 - b. It is important that someone is tasked with continuing to follow up with the minister to hold the minister accountable to the plan.
 - iv. “License Suspended” (existing term)
 - 1. May or may not be preceded by License Under Review.
 - 2. If “License Under Review – Open” results in termination of license with a Restoration Plan.
 - 3. Confidential notes will be incorporated into Suspension Report presented to the Board.
 - v. “License Revoked” (existing term)
 - 1. May or may not be preceded by License Under Review.
 - 2. If “License Under Review – Open” results in termination of license without a Restoration Plan.
 - 3. Confidential notes will be incorporated into Revocation Report presented to the Board.
- b. Methodology
- i. District is notified of a possible concern. District Supervisor determines whether to assign License Under Review – Open and if so, the District proceeds to the next step.
 - ii. District creates temporary file with a 6-month window to conduct inquiries.
 - 1. Digital File on ShareFile. There may be multiple digital files, which will eventually be merged into a single PDF file.
 - 2. Shared with necessary parties only via link, not via attachment.

3. Entries managed primarily by one or two people, identified on a case-by-case basis, typically the Licensing Coordinator and/or District Administrator.
 4. Paper documents may be scanned as PDF files.
 5. The final result will be a single PDF file named according to the following convention: “LUR – Lastname, Firstname, Middlename – YYYY-MM-DD”.
- iii. District performs data entry of the Activity Records described above, as applicable, and notifies the minister accordingly, using corresponding template.
- c. The MP-8 and MP-10 now include the following questions:
 - i. MP-8 (Senior Pastor Appointment End Form, signed by District Supervisor and presented to the ICFG Board for approval)
 1. “Does the District Supervisor have any concerns that warrant license under review, suspension or revocation? If yes, please summarize here, and proceed accordingly.
 2. “Does the District Supervisor have any lesser concerns that should be reviewed before the minister receives another appointment?”
 3. “If yes, please explain here, and following approval by the Board, please enter a reference to this MP-8 form in the Notes Section of The Hub and notify the minister that this concern is attached to their record.”
 - ii. MP-10 (Assisting Minister Appointment End Form, signed by Senior Pastor, not presented to the ICFG Board for approval)
 1. “Do you have any concerns that warrant license under review, suspension or revocation, that should be reviewed by the District Supervisor? If yes, please summarize here.”
 2. “Do you have any lesser concerns that should be reviewed before the minister receives another appointment, and that you would recommend that the District Supervisor consider adding to their ministerial record?”
 3. “If yes, please explain here, and the District Supervisor will consider entering a reference to this MP-10 form in the Notes Section of The Hub and notifying the minister that this concern is attached to their record.”
 - iii. The District will provide an opportunity for the minister to work on the lesser concerns in the Notes Section of The Hub and make an update if they have made serious improvement in this area. The minister should have the option to clear up their record if they make significant improvement in an area.

5. Secession of a Licensed Minister
 - a. Bylaw 12.2.4: “Secession. A Foursquare minister who voluntarily withdraws from membership in this corporation shall be regarded as having seceded.”
Please notice that this is a rather neutral statement, which does not imply that there is any disagreement or lack of harmony.
 - b. Upon receipt in writing of one of the following statements, the acknowledgement and recording of a Secession is indicated.
 - i. “I relinquish my credentials.”
 - ii. “I am terminating my license from Foursquare.”
 - iii. “I release my license.”
 - iv. “I am withdrawing my license from Foursquare.”
 - c. Here is the process for a Secession.
 - i. The District Supervisor approves that this transaction should be processed as a Secession.
 - ii. The District Supervisor will provide information on the appointment ending form (MP-8 or MP-10) which identifies the Secession, and explains the reason for the Secession. In the case of an MP-8, the Corporate Secretary’s Office will also make a note on the FTR (Fast Track Report).
 - iii. The District performs the following data entry in the database:
 - a) Member Type = “Inactive”
 - b) Credential Type = “License Inactive”
 - c) Personal Activity Record = “License Seceded”
 - iv. The District will notify the minister in writing that Secession has been acknowledged.
 - v. If the minister seeks Foursquare License in the future, the minister will be required to obtain approval from the District Supervisor that approved the Secession and to complete the standard licensing process.
6. Reinstatement of License
 - a. Reinstatement applies to the following situations: (Bylaws 12.2.5.C)
 - i. License Revoked
 - ii. License Suspended
 - b. Reinstatement process is defined in Section 4.9.1.e.

7. Lapse of License and Reactivation
 - a. A lapse is when a previously licensed minister is without an appointment for more than 3 years. (“License Inactive” supersedes “Lapsed” as a Credential Type, so “Lapsed” should not be assigned to someone with “License Inactive”.)
 - b. In order to be licensed, such a minister must complete a new license application (MP-1) (see GTS 4.2.4.e regarding Application Fee), background check, recommendations (MP-2), polity course and licensing interview, and may apply for the same level as previously held. At the request of the District, the General Supervisor may waive the Licensing Interview for a Reactivation on a case-by-case basis depending on the circumstances, and such a waiver is attached to and noted on the MP-4 by “Licensing Interview Waiver Attached.” (Please note: For First-time Licensees, such waivers require Executive Track approval because they are out of policy.)
 - c. Ethics Reviews are still valid.
 - d. Fast Track or Executive Track is determined by the particulars of the application.
 - e. Such a person receives an “Applicant” Individual Member Type.
 - f. At the same time, a Lapsed Credential Type Activity Record (if not already in place) is entered into the database. The Start Date of the Lapsed Credential Type is the last day of the month which is 3 years after the end date of the last appointment of the previously licensed minister.
 - g. Upon approval of a new license (i.e. a reactivation), a new Credential Type is entered into the database along with a note which indicates: “Reactivation MM-DD-YYYY”. (Please note: In the case of a reinstatement following suspension or revocation, a new Credential Type is entered into the database along with a note which indicates: “Reinstatement MM-DD-YYYY”.) With this approach the license history of the minister is clear.
 - h. Occasionally, there may be situations where a license has lapsed, and yet the quality of ongoing relationship and involvement of the minister with Foursquare is such that a comprehensive reactivation process is unnecessary.
 - i. During the first 2 years of lapsed status, i.e. up to 5 years without an appointment, the District Supervisor with the approval of the General Supervisor may remove the lapsed status and reactivate the license upon completion of a Background Check (and whatever processes are required by the results of that Background Check), proper appointment and payment of annual fees.
 - ii. The MP-7 or MP-9 will note that the lapsed status was removed by the District Supervisor based on ongoing relationship and involvement of the minister with Foursquare.
 - i. Reactivation of former District Licenses
 - i. Effective September 1, 2012, District Licenses were automatically upgraded to U.S. License and International Licenses were renamed to U.S. License.
 - ii. District Licenses of those ministers who were Inactive were not automatically upgraded. If such a minister Reactivates prior to Lapse, the minister will receive the automatic upgrade to U.S. License at the time of the new appointment and payment.

4.5. LICENSING: Individual Member Types (District Data Entry)

1. Individual Member Types (There are 5 Individual Member Types.)
 - a. Credentialed
 - i. Ordination, U.S. License
 - ii. Foursquare Qualifying Appointment is required.
 - b. Community
 - i. Not licensed by Foursquare
 - ii. Member of Foursquare Association with Non-Foursquare Recognition
 - iii. Someone who is also a License Applicant or License Candidate becomes Member Type of Applicant until becoming Member Type of Credentialed.
 - c. Inactive
 - i. Formerly “a”, but last Qualifying Appointment ended
 - d. Applicant
 - i. License Applicant or License Candidate
 - e. Other
 - i. Church Ministry Team Member
 - ii. Formerly “b”, but Foursquare Association membership ended.
 - iii. Formerly “d”, but discontinued application process.
 - iv. Most unlicensed people
2. Individual Member Type Additions and Corrections
 - a. Member Type for an individual exists in two places in The Hub.
 - i. The Activity Record Member Type (All Activities Tab) keeps a comprehensive history of multiple values.
 - ii. The Contact Record Member Type (Hub ID Display) is the most recent Activity Record Member Type and stores a single value, without keeping prior values.
 - b. When an Activity Record Member Type is added, it supersedes the previous Activity Record Member Type, and updates the Contact Record Member Type within the next 10 minutes.
 - c. If there is an incorrect Activity Record Member Type, please request deletion of the incorrect record from the Corporate Secretary’s Office or Service Desk (the-hub@foursquare.assist.com).
 - i. This is our practice for most delete functions in the database.
 - ii. Editing the Activity Record Member Type does not update the Contact Record Member Type.

3. Individual Member Types – Inactive
 - a. In Foursquare the requirements for license and appointment are concurrent, and the appointment must be a Qualifying Appointment.
 - i. Qualifying Appointments are necessary to maintain a license. (This designation was established several years ago and is set internally within the database, but is not displayed.)
 - ii. Here are the Qualifying Appointments at the Church level. (A more comprehensive list is included in GTS 5.5.2.)
 1. Senior Pastor
 2. Co-Pastor
 3. Assisting Minister
 - iii. Non-qualifying Appointments are not sufficient to maintain a license.
 1. Leader
 - b. When the last Qualifying Appointment for a licensed minister ends:
 - i. The minister’s license becomes Inactive.
 - ii. The District notifies the minister with a letter (GTS 5.6.2 and 5.15.1).
 - iii. The District adds an “Inactive” Individual Member Type, using the day the last qualifying appointment ended.
4. Inactive Status (Bylaw 12.2.2) and Reactivation. Inactive Status refers to a minister who is without an appointment.
 - a. A minister without an appointment for 3 years or less becomes active by receiving an appointment and paying the required renewal fees. On a case-by-case basis, the District Supervisor has the prerogative to require a licensing interview prior to reactivation.
 - b. A minister without an appointment for more than 3 years becomes active by receiving an appointment, paying the required renewal fees and fulfilling the requirements described under “Lapse of License and Reactivation.”
5. License Application Online and License Applicant Discontinuation
 - a. Add Member Type of “Other” to supersede Member Type of “Applicant”.
 - i. Suppresses display of MP Formsets.
 - ii. Retains information in MP Formsets for future reference, i.e. information will reappear if individual becomes “Applicant” again.
 - b. Put End Date on License Applicant Appointments.

4.6. LICENSING: Ordination Guidelines

1. Our policy is that an individual must hold U.S. License for 2 years before being Ordained.
 - a. Our long-held standard is that ministers licensed by the end of the year are eligible to apply for Ordination at District Fall Conferences 2 years later, so those licensed in the last few months of the year may actually have been licensed for as few as 21 months prior to the Ordination Service.
 - b. If someone is Inactive for more than a year and then Reactivates, then the 2-year time period starts again.
 - c. Those with MIT appointments are not eligible to apply for Ordination for the following reasons:
 - i. An MIT appointment is temporary and we want to encourage ministers toward a more permanent appointment.
 - ii. Ordination affirms a calling to a lifetime of ministry, and a more permanent appointment indicates a greater likelihood of a lifetime of ministry.
 - d. Other

2. MP-1a is a streamlined version of the MP-1, and is specifically for those who currently hold U.S. License that are applying for Ordination.
 - a. MP-4 will be signed by District Supervisor and Senior Pastor, if applicable. (MP-2's are not necessary.) The Senior Pastor signature requirement applies in the case of a Co-Pastor for the following reasons.
 - i. The Senior Pastor is the legal/governmental decision maker.
 - ii. The Co-Pastor is only lead when it comes to local ministry, not governance.
 - iii. The Senior Pastor appointment does not automatically default to a Co-Pastor in a Pastoral Transition.
 - iv. Only the Senior Pastor can sign official documents as outlined in the bylaws, etc.
 - b. Districts will distribute and collect Ordination Applications.
 - i. District contacts Senior Pastors before distributing invitations to Assisting Ministers, in case the Senior Pastor would like:
 1. To express a concern.
 2. To affirm support of Ordination for the minister.
 3. To confirm that the minister is interested in applying.
 4. To celebrate with the minister that an application is being sent.
 - ii. Some ministers may have been invited before, declined to apply and asked not to be invited to apply again. To track such requests, please enter a Note in the U.S. License Activity Record: "Requested not to be asked to apply for Ordination, MM/DD/YYYY."

3. Ordination Board Application Packages: Divorce Documentation (MP-14, MP-15) and Polity Course Completion Documentation
 - a. If such documentation was included in the U.S. License Board Application package, it is unnecessary to include it again. This includes individuals who received U.S. License after 1/1/2011, except for those who received U.S. License on 9/1/2012.
 - b. If the person received U.S. License on 9/1/2012 (automatic upgrade, which did not include board presentation), then include Divorce Documentation and Polity Completion Documentation, as described in Section 4.6.5 and Section 4.6.6.
 - c. If the person received U.S. License prior to 1/1/2011, then determine whether the Divorce Documentation and/or Polity Completion Documentation was included with the U.S. License Board Application, and if not, then include it, as described in Section 4.6.5 and Section 4.6.6.

4. Ordination Administrative Errors and Ordination Date
 - a. We had a transaction where a minister with U.S. License participated in an Ordination Service prior to Board Approval, due to administrative error.
 - b. The Board approved the Ordination several months later on Executive Track, recognizing the participation in the Ordination Service in satisfaction of the “laying on of hands” requirement, and made the Effective Date the date of Board Approval.

5. Divorce Documentation (if an Ordination Applicant checks yes to the Divorce question)
 - a. Regarding the MP-14 (Divorce Questionnaire), check FileHold to see if there is a copy.
 - i. If there is a copy of the MP-14 or its equivalent, then proceed to “b”.
 - ii. If there is not a copy of the MP-14 or its equivalent, then send an MP-14 to the individual and ask them to complete it and return it.
 - b. Regarding the MP-15 (Divorce Report), check FileHold to see if there is a copy.
 - i. If there is a copy of the MP-15 or its equivalent, then proceed to “c”.
 - ii. If there is not a copy of the MP-15 or its equivalent, then prepare one.
 1. If it is clear from the documentation available that a District Ethics Review was conducted, then it is not necessary to convene another Ethics Committee. Please complete the header information (as much as is available), the recommendation and the signature line of the MP-15 and include the following in the observation section: “District Supervisor agrees with the recommendation of the <name> District Ethics Committee.”
 2. If it is not clear from the documentation available that a District Ethics Review was conducted, then it is necessary to conduct a District Ethics Review, utilizing the MP-15. This can usually be done by teleconference or email, although multiple divorces require an interview. (This process is detailed in GTS 4.9.4 and following.)
 - c. Regarding presentation to the board, MP-14/MP-15 documentation must be presented to the board at least once. Based on the documentation available, determine whether or not the MP-14 and MP-15 have already been presented to the board, which will not be the case for those who received automatic upgrade to U.S. License on September 1, 2012.
 - i. If the MP-14 (or its equivalent) and MP-15 (or its equivalent) have been presented to the board, then it will not be necessary to include the MP-14/equivalent and MP-15/equivalent in the Ordination Package presented to the board.
 - ii. If the MP-14 (or its equivalent) and MP-15 (or its equivalent) have not been presented to the board, then it will be necessary to include the MP-14/equivalent and MP-15/equivalent in the Ordination Package presented to the board.
 - iii. Here is a summary regarding inclusion of MP-14/MP-15 documentation:
 1. For those who received U.S. License automatic upgrade on 9/1/2012, include such documentation with Ordination Package.
 2. For those who received U.S. License prior to 1/1/2011, include such documentation with Ordination Package or confirm that it was included at the time of U.S. License.
 3. For those who received U.S. License after 1/1/2011 (except for those who received U.S. License automatic upgrade on 9/1/2012), it is not necessary to include such documentation, i.e. we may rely on the standard protocol in force at that time to include such documentation.

6. Ordination Polity Requirement
 - a. We will continue to apply the Polity Course requirement to applications for Ordination for those who hold U.S. License. For those who received an automatic upgrade to U.S. License on 9/1/2012, please include evidence of Polity Course completion with the Ordination application.
 - b. Many of those who received the automatic upgrade to U.S. License in 2012 received their District Licenses prior to 2002, which is when we began systematically applying the Polity Course licensing requirement nationally and gathering the corresponding documentation.
 - c. Consequently, documentation of Polity Course completion is not available for some of those who received the automatic upgrade (and possibly others), which could mean that we simply don't have the documentation, or it could mean that they didn't take it. We will research FileHold and possibly other sources for the documentation, and the District will make its best determination as to the date of completion. If documentation of completion (database record, certificate, letter and/or email) is not available, then we will accept the word of the applicant via email as documentation as to the date of completion on an honor system basis.
7. MP-4 Completion of Assisting Minister who is a family member
 - a. Typically, the Senior Pastor is the one who completes the MP-4 Recommendation on behalf of an Assisting Minister applying for Ordination. The MP-4 is then signed by both the Senior Pastor and the District Supervisor.
 - b. The Senior Pastor may complete the MP-4 on behalf of a family member, including Spouse, Child or In-law.
8. Ordination Services – Inside the U.S.
 - a. Typically, Ordination Services are conducted at a District Conference and led by the District Supervisor.
 - b. Occasionally, a District/Department Supervisor may arrange for an Ordination Service to happen in another venue, e.g. a Church Service.
 - c. Our stated expectation is for the District/Department Supervisor to conduct the Ordination Service, but an exception may be made (by a District/Department Supervisor) for an Area Pastor to do so.
 - d. We are committed to having our Ordination Services led by Ordained Ministers.
9. Ordination Services – Outside the U.S.
 - a. Occasionally we perform Ordination Services outside the U.S., which are usually conducted:
 - i. For Foursquare Missionaries.
 - ii. By FMI Personnel.
 - b. Here is the standard protocol for Ordination Services outside the U.S.
 - i. Minister completes the Ordination Application process and is approved by the ICFG Board, per standard procedures.
 - ii. The Department and/or District of the minister request(s) an Ordination Certificate from the Corporate Secretary's Office.

- iii. Corporate Secretary's Office prepares the Ordination Certificate, provides corresponding instructions and confirms the following:
 - 1. Service will be conducted by an Ordained Foursquare Minister, ordained by The Foursquare Church.
 - 2. There will be at least one other Ordained Foursquare Minister involved in "the laying on of hands", who may be ordained by the U.S. Foursquare Church or by another National Foursquare Church.

10. Ordination Services and Communication Process

- a. In the past, there has been an Ordination Roster for each Ordination Service, to help insure that the District be fully informed and fully aware that the Ordination is not effective unless the minister participates in the laying on of hands in the Ordination Service, and that the Ordination Certificate must not be delivered to anyone that did not participate but rather must be returned to the Corporate Secretary's Office.
- b. Going forward, our approach is as follows:
 - i. District sends a request (via email) to CSO (Corporate Secretary's Office) for Ordination Certificates, listing the names of the candidates and the date of the service, with instructions as to where to mail the certificates.
 - ii. CSO sends a letter with the Ordination Certificates to the District, highlighting the sentences:
 - 1. "Please return to me the certificate of anyone that did not attend."
 - 2. "Our primary concern is that the District be fully informed and fully aware that the Ordination is not effective unless the minister participates in the laying on of hands in the Ordination Service."
 - iii. CSO sends a follow-up email a week prior to the Ordination Service, referencing the letter and certificates that were mailed and reinforcing and highlighting the statements:
 - 1. "Please return to me the certificate of anyone that did not attend."
 - 2. "Our primary concern is that the District be fully informed and fully aware that the Ordination is not effective unless the minister participates in the laying on of hands in the Ordination Service."
 - iv. Following the Ordination Service,
 - 1. District performs the following data entry for those individuals that participated in the Ordination Service.
 - a. Add a Credential Type Activity Record of "Ordination".
 - b. Set the Effective Date to the date of the Ordination Service.
 - c. Set the Notes field to: City, State/Country, Officiant, Position.
 - i. e.g. Los Angeles, CA, John Smith, District Supervisor
 - ii. e.g. Madrid, Spain, Mary Jones, Regional Coordinator
 - 2. District returns to CSO the certificates of any individuals that did not participate in the Ordination Service.

11. Ordination Application Package Supporting Documentation (PDF) Stacking Order
(Naming Convention: “MP-1a Lastname, Firstname Middlename – Ordination”)
(NOTE: Please include 2 spaces after the name of the form, e.g. “MP-1a ”.)
 - a. Story Page
 - b. Presentation Checklist
 - c. MP-4
 - d. MP-1a
 - e. MP-14 and MP-15 (Divorce Questionnaire and Report, if not previously presented to the board, including those who received automatic upgrade to U.S. License on 9/1/2012)
 - f. Polity Completion Evidence (if not previously presented to the board, including those who received automatic upgrade to U.S. License on 9/1/2012)
 - g. Emails related to decision (if applicable)
 - iv. For ET items, include NCO approval, which includes cc to Operations.
 - h. Other

4.7. LICENSING: Life Insurance and Medical Emergency Fund Guidelines

1. Life Insurance: Basic Life Coverage and VTL Procedures
 - a. Foursquare Licensed Ministers receive Basic Life Insurance coverage that is effective for a year at a time. For ministers up through age 69, the benefit is \$25,000 and for ministers age 70 and older, the benefit is \$6,000. As part of the licensing process, license candidates complete a corresponding Beneficiary Form.
 - b. District will distribute the Beneficiary Form/CIGNA VTL Application to the license candidate at the time of invoicing.
 - c. District will collect the Beneficiary Form/CIGNA VTL Application, from the license candidate. (The beneficiary form and CIGNA VTL application are the same form.)
 - d. If the license candidate does not return the Beneficiary Form/CIGNA VTL Application with the signed invoice, District will follow up with the license candidate by email and/or phone once or twice.
 - e. District will verify the Beneficiary Form/VTL application are complete:
 - i. Add file folder label with minister name in right-hand corner in this format: “last name, first name, middle name”
 - ii. In the “Employer Use Only” section, follow these steps:
 1. Check box for “new hire,”
 2. Add date of hire (which is board approval date for a new license or the MP-9 appointment effective date for a new re-activation of license)
 3. Indicate the form has been verified by placing license coordinator initials in the “verified by” box
 4. Complete VTL guaranteed coverage amounts.
 - iii. Verify minister has completed all applicable sections:
 1. Employee Section
 2. Spouse if purchasing VTL for spouse
 3. Term Life section by checking either the “decline boxes” or adding the number of units of VTL coverage requested
 4. VTL coverage must be purchased for participant in order to request spousal VTL coverage up to a maximum of \$50,000
 5. Accidental Death amounts equal to amount of VTL coverage
 6. Beneficiary Section
 7. Sign and date page 1
 8. Write in name and SSN on page 3
 9. Sign and date page 3
 - f. **Following Board approval**, District will forward (via email scanned copy and snail mail the original) the Beneficiary Form/CIGNA VTL Application to the Retirement Department.
 - g. If the minister opts to purchase additional VTL, Retirement Department will forward the Beneficiary Form/CIGNA VTL Application to CIGNA. (CIGNA will invoice the minister directly for VTL premiums.)
 - h. Retirement Department will scan the Beneficiary Form/CIGNA VTL Application into FileHold.

2. Life Insurance: Newly Licensed Ministers
 - a. We define the Licensing Date as the effective date of the license and appointment.
 - b. Basic Life
 - i. Becomes effective for a newly licensed minister on the first day of the month following the Licensing Date, **unless the Licensing Date is the first day of the month, in which case it becomes effective on the Licensing Date.**
 - ii. Is renewed annually for each minister who has an appointment on January 1.
 - iii. Applies as follows in the context of the ending and beginning of appointments and delinquent renewal fees:
 - a) If a licensed minister's appointment ends, Basic Life Coverage and Medical Emergency continue through the end of the calendar year if the minister has paid the Annual Minister Fee or through the end of the month if the minister has not paid the Annual Minister Fee. (This avoids complications regarding stopping and starting appointments throughout the year.) Please note that this provision applies even in the case of a Suspension, Revocation or Secession.
 - b) A delinquent minister with an appointment continues to be covered by Basic Life and Medical Emergency. (This provides protection in the case of possible oversight or even administrative error.)
 - c) A minister without an appointment is required to pay the annual minister fee for the current year before receiving a new appointment, and so does not have Basic Life Coverage until the annual minister fee is paid, and as described in paragraph "i" above. This includes a delinquent minister who had an appointment that ended in the prior year and has a pending appointment in the current year. (Among other things, this prevents a new appointee from joining the delinquency list.)
 - iv. May be "converted" on January 1 if a minister no longer has an appointment, or at a later date in the year as described in paragraph ii. (To do this, the minister contacts the Retirement Department.)
 - v. License, Basic Life and Medical Emergency fees are deposited using the following codes:
 - a) 100-2421-9-000-00000 – License Fees
 - b) 100-2422-9-000-00000 – Basic Life Fees
 - c) 100-2423-9-000-00000 – Medical Emergency Fees
 - c. Voluntary Life
 - i. Becomes effective for a newly licensed minister on the first day of the month **following the Licensing Date**, subject to proper receipt of corresponding enrollment form and acceptance by the life insurance provider. Enrollment form must be signed and returned within 31 days of the Licensing Date.
 - ii. Is renewed annually for each minister who has an appointment on January 1, upon proper receipt of the corresponding enrollment form and premium, and continues for the calendar year unless the license of the minister is Seceded or Revoked. Voluntary Life continues for the calendar year in the case of a Suspension, but does not continue into the next calendar year because there is no appointment.
 - iii. May be "ported" on January 1 if a minister no longer has an appointment, or at a later date in the year as described in paragraph ii. (To do this, the minister contacts the Retirement Department.)
 - iv. Originals of the Enrollment Forms are sent to the Insurance Provider as received.

- d. Newly Appointed Ministers
 - i. Someone who was previously licensed with Foursquare, begins the year without an appointment, and receives an appointment during the year, will be treated the same way as a newly licensed minister for the purposes of Basic Life and VTL.
3. Life Insurance: Confined Ministers
- a. Those ministers who have been confined since January 1, 2006 are not covered by Basic Life Insurance with Mutual of Omaha.
 - b. In those situations where a minister's basic life death benefit is denied due to confinement since January 1, 2006, Foursquare will provide a death benefit of \$6,000 and recover premiums paid to the Insurance Provider.
 - c. In those situations where a living minister is found to have been confined since January 1, 2006 and is expected to remain so until his/her passing, the life insurance portion of the credential fee will no longer be remitted to the Insurance Provider as Foursquare will cover the death claim.
 - d. The entire Basic Life and Medical Emergency portion of the license fee will be treated as Medical Emergency fees.
4. Life Insurance: Unlicensed Spouse BLME Participants and Widow BLME Participants
- a. Basic Life Insurance Coverage was "grandfathered" in 2006 for Unlicensed Spouses and Widows who participated in the Minister's Benevolent Fund, to be sure that we replaced "same" with "same".
 - b. Unlicensed Spouse BLME Participant Benefits
 - i. Eligibility to apply to the Minister's Benevolent Fund for unreimbursed medical expenses, up to 3 distributions of a maximum of \$1,000 each.
 - ii. Death Benefit of \$3,000, payable to the Licensed Minister.
 - c. Both Unlicensed Spouse BLME Participants and Widow BLME Participants are now Closed Classes.
 - d. The spouse of a newly licensed minister may not choose to enter the Basic Life and Medical Emergency program, i.e. the Unlicensed Spouse Class is closed.
 - e. The Unlicensed Spouse BLME Participant of a newly deceased minister may not continue participation in the Basic Life and Medical Emergency Program as a Widow, i.e. the Widow Class is closed. Upon the death of the Licensed Minister:
 - i. The Unlicensed Spouse BLME Participant receives the benefit from the Basic Life on the Licensed Minister, and, if applicable, the benefit from the Voluntary Life on the Licensed Minister.
 - ii. The Unlicensed Spouse may not continue participation in the Basic Life and Medical Emergency Program, will be notified via a letter from the General Supervisor, and will be informed of the possibility of pursuing a Foursquare license.
 - iii. If the Unlicensed Spouse has Voluntary Life, then the Unlicensed Spouse has the option to "port" the Voluntary Life.
 - f. If an Unlicensed Spouse becomes licensed, then the Unlicensed Spouse fee that has already been paid will apply toward the Basic Life and Medical Emergency fee, and the additional payment will be entered into the database accordingly.

- g. In the case of the lapse of the license of a Licensed Ministers with an Unlicensed Spouse, the Unlicensed Spouse is no longer eligible to participate in Basic Life (and Medical Emergency), and the Unlicensed Spouse Participant record will end with an End Date corresponding to the Lapse Date.
- h. The Licensed Minister of each Unlicensed Spouse that participated in Basic Life and Medical Emergency in 2006 has an Unlicensed Spouse Participant Activity Record with a Date of January 1, 2006. In the following cases, an Unlicensed Spouse Participation Ended Activity Record is assigned with Effective Date and Notes which correspond to:
 - i. Date of Licensing – “Licensed”
 - ii. Date of Lapse – “Lapsed”
 - iii. Date of Death of Unlicensed Spouse – “Unlicensed Spouse Deceased”
 - iv. Date of Death of Licensed Spouse – “Licensed Spouse Deceased”
 - v. December 31 of last year of participation, based on communication in writing from Licensed Spouse to end participation – “Discontinued”
 - vi. Date of Divorce – “Divorced” (benefit ends on the date of Divorce)
- i. A minister who chooses to discontinue participation in Unlicensed Spouse BLME may continue in the future if they do so within 3 years.
 - i. This approach parallels our policy for an Inactive Minister without an appointment who previously participated and who may continue participation if they receive an appointment within 3 years, i.e. prior to Lapse.
 - ii. It is the responsibility of the minister to initiate the change, i.e. it would not take place until the minister paid the corresponding fee.
- j. Other

5. Life Insurance: Death Benefit Claims

- a. Retirement Dept distributes Beneficiary Change Forms to ministers upon request.
- b. Upon learning of the death of a licensed minister or an Unlicensed Spouse BLME Participant or a Widow BLME Participant that is covered by Basic Life Insurance, the District (or Department) notifies the Retirement Department accordingly.
- c. Upon learning of the death of a licensed minister or an Unlicensed Spouse BLME Participant or a Widow BLME Participant that is covered by Basic Life Insurance, the Retirement Department:
 - i. Performs the following data entry, using the date of death for 2 and 3:
 - 1. “(Deceased)” Designation (Name Panel).
 - 2. “Deceased” Personal Activity Record (Activities Tab, Personal Section).
 - 3. “Deceased” Individual Status (About Tab, Membership Panel).
 - 4. “Death Benefit Distribution” (Activities Tab, Benevolence Section), upon receipt of authorization from CIGNA, with benefit payout amount in the Notes field.
 - ii. Requests that the Credentials Department perform the following data entry:
 - 1. “End Date” to Active Appointments, if any (Appointments Tab).
 - 2. “End Date” on the Spouse Relationship, if applicable (About Tab, Relationships).

3. Updates to the Surviving Spouse record, if applicable.
 - a. “Widowed” Personal Activity Record (Activities Tab, Personal Section).
 - b. “Single” Marital Status (About Tab, Personal Details Panel).
 4. If there is an “Unlicensed Spouse Participant” Activity Record.
 - a. Enter “Unlicensed Spouse Participant Ended” (Activities Tab), per GTS 4.7.4.h.
 - b. If Unlicensed Spouse survives, follow instructions in GTS 4.7.4.e.
 - iii. Sends a condolence letter (with cc to District Supervisor, Area Pastor (and, if applicable as indicated by appointment, to FCI, FMI or other Central Office Department so that they may also take action at their discretion) along with CIGNA Claim Forms to the Beneficiaries of Deceased Ministers, requesting a copy of the Death Certificate.
 - iv. If there is no beneficiary designation or spouse on file, distributes a Preferential Beneficiary Affidavit form to next-of-kin.
 - v. Upon receipt of Claim Form and copy of Death Certificate, files claim with CIGNA Insurance Company.
6. Life Insurance: VTL Premiums following Medical Underwriting
- a. Some ministers do not elect VTL during the open enrollment period, and later apply for VTL which requires medical underwriting.
 - b. After medical underwriting is approved, coverage is effective the first of the month following the physician’s approval date, which the Insurance Provider will provide to the participant.
7. Life Insurance: Qualifying Life Events and Adding Spouses and Children to VTL
- a. The addition of a Dependent (Spouse or Child) to a Licensed Minister is called a Life Event.
 - b. If a Licensed Minister is already participating in VTL, VTL coverage for such new dependents can be added within 31 days of a Life Event.
 - c. The Licensed Minister completes an Enrollment/Change form, noting that there is a change in enrollment by adding a Spouse and/or Dependent to the VTL plan.
8. Life Insurance: Delinquent Renewal Fees of Deceased Ministers
- a. In the Benevolent Fund program, if a deceased minister had been delinquent in paying renewal fees, those renewal fees were deducted from the death benefit paid to the beneficiary.
 - b. In the Basic Life program, there is not an option to deduct delinquent renewal fees from the death benefit paid to the beneficiary. In such situations, the fees will be waived.
9. Benevolent Fund Distributions
- a. Medical Emergency Fund refers to the Benevolent Fund.
 - i. The application form is the MP-11.
 - ii. The Benevolent Fund no longer incorporates a death benefit, so the MP-12 has been discontinued.

- b. The Benevolent Fund provides every licensed minister up to a lifetime maximum of \$3,000 reimbursement for out of pocket medical expenses incurred, other than pregnancy, dental, vision and elective procedures. If an individual changes status, it does not reset the maximum, for example:
 - i. Lapsed Minister is Reactivated.
 - ii. Unlicensed Spouse BLME Participant becomes Licensed.
- c. This benefit can be applied for in three \$1,000 increments. Prior to presentation of the MP-11 to the board, the District will confirm that 3 such requests have not already been made.
- d. The process is for the minister to collect receipts for services and medication, not paid for by insurance, totaling as close to \$1,250 as possible. Our current practice is that 80% of the expenses submitted will be approved, up to a maximum of \$1,000 per application.
 - i. Occasionally, a minister includes receipts in excess of the amount necessary to qualify for a distribution of \$1,000.
 - ii. In that case, such receipts in excess of the amount necessary to qualify for the previous distribution of \$1,000 may be forwarded to a future request for reimbursement.
- e. "Illness Distribution" Standard Events are entered into the database by the Retirement Department.
- f. Regarding receipts and bills that are submitted with a Benevolence Fund request, there is no "statute of limitations." As long as the bills have never been submitted and the person hasn't reached the "3 times \$1,000" limit, the bills may be submitted for reimbursement, including for a participant who has deceased.
- g. Benevolent Fund Request Tracking Protocol
 - i. Following Board approval, CSO submits check request to Accounting Department, and notifies District accordingly.
 - ii. Following receipt of check from Accounting Department, CSO sends check via FedEx and notifies District of tracking number accordingly.

4.8. LICENSING: Foursquare Association (District Data Entry)

1. Foursquare Association: Inquiries
 - a. Direct inquiries to the corresponding District Office to help initiate relationship with the District.
2. Foursquare Association: Community Minister Application and Data Entry Process
 - a. Distribute FA-1 Application.
 - b. Receive completed application and \$75 annual fee and perform data entry.
 - i. Name, Address, Phone Number, E-mail
 - ii. Individual Member Type = "Other"
 - iii. Category = "Foursquare Association Only".
 - iv. Activity Record = "Application Received"
 - v. Non-Foursquare organization of appointment, with minimal fields defined:
 - a) Church Code #
 - b) Organization Type (usually "Church")
 - c) Legal Name
 - d) Primary Organization (initially a District, to be changed to an Area)
 - e) Organization Member Type ("Non-Foursquare")
 - f) Organization Status ("Open")
 - vi. Appointment to non-Foursquare organization as one of the following:
 - a) Senior Pastor
 - b) Assisting Minister
 - c) Christian Education
 - d) Evangelist
 - e) Youth Pastor
 - f) Worship/Music Pastor
 - c. Process application for approval.
 - i. Examine application for completeness.
 - a) Foursquare Association appointments may be to organizations that are organized as tax exempt entities in accordance with the provisions of Section 501(c)(3) of the Internal Revenue Code.
 - b) The status of the organization may be determined by online research of documentation provided by the minister.
 - ii. Contact references and complete reference checks. If the individual is already or has been a licensed Foursquare minister in good standing, the District Supervisor determines whether or not the reference checks are necessary. Here are the questions that are used to conduct the reference checks.
 - a) How long have you known the applicant?
 - b) In what capacity?
 - c) How would you describe his/her character, ministry and family life?
 - d) Has his/her ministry been fruitful? Briefly share 2-3 examples.
 - e) Would you recommend him/her for the Foursquare Association?
 - f) Is there any further information you feel would be appropriate for us to know?

- iii. District Supervisor may forward application to an Area Pastor, requesting that Area Pastor contact applicant and make a recommendation to the District Supervisor.
 - iv. District Supervisor makes approval recommendation to the Board.
 - v. Bylaws (June 1, 2017) require Board Approval of Community Ministers. Please post the FA-1 Package to ShareFile as “FA-1 Lastname, Firstname”, per the following Stacking Order.
 - a) FA-1, Foursquare Association Application
 - b) Overview of desire to join Foursquare Association
 - c) Resume
 - d) References, if applicable
 - e) Documentation of payment of \$75
 - vi. Other
 - d. If the applicant for the Foursquare Association is approved as a Community Minister, then do the following data entry:
 - i. Individual Member Type = “Community”
 - ii. Process “Association Annual Fee” payment of \$75.
 - iii. Activity Record = “Application Approved”
 - e. If the applicant for the Foursquare Association is not approved, then inform applicant of decision, and do the following data entry:
 - i. Activity Record = “Application Not Approved”
 - ii. Return “Association Annual Fee” payment of \$75.
 - f. At time of renewal, all Foursquare Association Community Ministers complete an Annual Report, a copy of which is provided to the District.
3. FAO Community Minister Progression to FAO Credentialed Minister
- a. There are two categories of Foursquare Association Only (FAO) Ministers.
 - i. FAO Community Minister
 - a) Not Licensed by Foursquare
 - b) Appointed to a Non-Foursquare Organization or Community Church
 - c) May or may not be Licensed by another organization
 - ii. FAO Credentialed Minister
 - a) Licensed by Foursquare
 - b) Appointed to a Non-Foursquare Organization or Community Church
 - c) May have transferred from a Foursquare Appointment or progressed from a Community Minister as described in the next paragraph.
 - b. Here is the progression.
 - i. Become a FAO Community Minister.
 - a) Complete FA-1 Application.
 - b) Recommendation of District Supervisor and approval by ICFG Board.
 - ii. Become a License Applicant. (Requested by a Senior Pastor (or District Supervisor or someone that the District Supervisor designates), typically via the MP-0.)
 - iii. Become a FAO Credentialed Minister.

- c. If the Community Minister has not been licensed and appointed with Foursquare within the last three years, then initiate the License Application process.
 - d. If the Community Minister has been licensed and appointed with Foursquare within the last three years, then confirm that the person does not have a Personal Activity Record of “License Under Review”, “License Suspended”, “License Seceded” or “License Revoked” before proceeding as follows.
 - i. Assign the Annual Minister Fee.
 - ii. Upon receipt of the Annual Minister Fee, present the minister for Board Approval on the FTR, using the FA-7, as described in GTS 5.5.12.
4. License Reactivation Following Lapse – Foursquare Association Only
- a. A Foursquare License Lapses when a previously Licensed Minister is Inactive for 3 years.
 - b. Such an individual may Reactivate as a Foursquare Association Only Credentialed Minister by becoming a License Applicant and completing the Foursquare Licensing Process.
 - a. The earlier Foursquare License is sufficient foundation to become a License Applicant without requiring the preliminary step of Foursquare Association Only Community Minister, and without regard to the length of time in Lapsed Status.
5. Foursquare Association Only Credentialed Minister with Other Recognized Place of Service
- a. May be recognized at a Non-Foursquare local church or para-church ministry.
 - b. Is not required to hold dual credentials, but may hold dual credentials, subject to board approval on the Executive Track agenda.
 - c. Participates in Basic Life and may participate in VTL.
 - d. Is eligible for Foursquare U.S. License and Ordination.
 - e. May enroll in Foursquare Retirement through personal contributions.
 - f. Participates in Foursquare Conventions as a voting delegate.
6. Foursquare Association Only (FAO) Member Annual Fees
- a. There is an Annual Membership Fee of \$75.
 - b. During Fall of 2007, we credited Annual Membership Fees of new members to 2008.
 - c. For those who join the Foursquare Association on or after September 1, we will credit their Annual Membership Fees to the following year and as payment for the balance of the current year, and they will not receive a Foursquare Association Renewal Notice for the following year.
 - d. Credentialed Ministers appointed to Community Churches
 - a) The minister pays the Annual Minister Fee.
 - b) The minister is not required to pay the individual Foursquare Association Fee.
 - e. Community Ministers appointed to Community Churches

- a) Senior Pastor is not required to pay the individual Foursquare Association Fee in order to be a Community Member.
 - b) Assisting Ministers are required to pay the individual Foursquare Association Fee in order to be Community Ministers.
7. Foursquare Association Annual Reports and Renewal Fees
- a. If a FAO Minister does not return the Annual Report with the Renewal Fee:
 - i. Follow-up with the FA Minister.
 - ii. Hold the Credential Card, pending receipt of the Annual Report.
 - b. If a FAO Minister does not remit the Renewal Fee:
 - i. For Credentialed Ministers, follow the timeline for Credentialed Ministers with Foursquare Appointments.
 - ii. For Community Ministers:
 - 1. Issue a Second Notice (Cover Letter and Renewal Notice) on February 1.
 - 2. If a Community Minister is still delinquent on April 15 and/or provides notice to discontinue membership:
 - a. End the Appointment effective December 31 of the prior year. Please note that the appointment did not require board action, and that ending the appointment does not require board action either.
 - b. Enter Individual Member Type of "Other".
 - c. Issue a Discontinuation Notice with an explanation that the membership can be restored upon receipt of the Foursquare Association Annual Report and Renewal Fee.
 - c. If a FAO Minister is Inactive for 3 years, i.e. they go 3 years without paying the Foursquare Association Fee, then their Foursquare Association Membership Lapses, and to reactivate their membership, they would be required to complete the Foursquare Association application process again.

4.9. LICENSING: Ethics Committee (District Data Entry)

1. Ethics Committee Structure and Process
 - a. District Ethics Committee
 - i. The District Ethics Committee will consist of a pool of ministers including the District Supervisor, the District Council, the Area and Regional Pastors in the District, and additional licensed ministers as appointed by the District Supervisor and District Council.
 - ii. The District Ethics Committee shall convene at the direction of the District Supervisor with a minimum of 3 members (if the committee meets in person, or a minimum of 5 persons if the committee meets remotely, e.g. email, conference call, skype, etc.) as designated by the District Supervisor, and shall at all times include at least one member of the District Council and at least one additional Area Pastor and shall be chaired (subject to the exceptions specified below) by the District Supervisor or a member of the District Council as designated by the District Supervisor. The District Administrator will typically act as Recording Secretary.
 - iii. As described in the following paragraphs, District Ethics Reviews include the following:
 1. Divorces (MP-15)
 2. Background Check Items (Criminal (MP-17a) and Credit (MP-17b))
 3. Dismissal by Another Organization (MP-17c)
 4. Suspensions, Revocations, Reinstatements (Report Template)
 - iv. The District Ethics Committee will review Divorce situations, and prepare a District Ethics Committee Divorce Report (MP-15), which is based on a study of written materials, and may or may not include an interview, as described in 4.9.4.c.
 1. New License Candidates
 2. Licensed Ministers
 - v. The District Ethics Committee will review Background Checks as indicated in Section 4.3.
 - vi. The District Ethics Committee will review Dismissal by Another Organization as indicated in Section 4.3.
 - vii. District Ethics Reviews (as necessary due to Divorce, Criminal Background Check items, Credit Background Check items, Dismissal) are required to be completed prior to approval of License Candidate Status.
 - viii. The District Ethics Committee will review possible Suspensions, Revocations and Reinstatements, according to the principles and processes outlined below.

- b. National Ethics Committee
 - i. Members
 - 1. General Supervisor (chairperson), or, when designated by the General Supervisor, the National Church Representative
 - 2. Two District Supervisors not involved in the preceding District Ethics Committee (as appointed by the General Supervisor)
 - 3. Cabinet Member (as appointed by the General Supervisor)
 - 4. Another Ordained Minister (as appointed by the General Supervisor)
 - ii. As directed by the General Supervisor, provide second level of review and recommendation to Foursquare Board for extraordinary situations involving Divorce, Background Check, Suspension, Revocation, Reinstatement, etc.
 - 1. District Supervisor
 - 2. Appeal of a decision made by the District Ethics Committee

- c. Suspension, Revocation and Reinstatement Principles
 - i. Suspension (12.2.3), Revocation (12.2.5) and Reinstatement (12.2.5.C) are defined in the bylaws.
 - 1. Suspension has typically been thought of more as temporary and Revocation has typically been thought of more as permanent, although the bylaws are clear that Reinstatement may apply to both Suspension and Revocation.
 - 2. There is much overlap between the grounds for Suspension and the grounds for Revocation.
 - 3. Usually the Board specifies a time frame for Suspension, usually at the recommendation of the District Supervisor.
 - ii. Characteristics of Suspensions
 - 1. Minister is cooperative.
 - 2. District Supervisor has an expectation that the minister can be restored.
 - 3. There is a time frame.
 - 4. There is a plan for restoration. This is supported by Bylaw 12.2.5.B which says, “The board, as an alternative to revoking Foursquare credentials, may impose suspension or discipline in an effort to achieve restoration.”
The plan for restoration should:
 - a. Define steps to be taken.
 - b. Indicate how expenses will be covered.
 - iii. Characteristics of Revocations
 - 1. Minister is uncooperative.
 - 2. District Supervisor does not have an expectation that the minister can be restored.
 - 3. There is not a time frame.
 - 4. There is not a plan for restoration.
 - 5. There may be repeat offenses.

- d. Suspension and Revocation Process (Bylaws 12.2.3 and 12.2.5)
 - (For a Revocation following Suspension, please begin with step v.)**
 - i. District/General Supervisor becomes aware of circumstances that may warrant suspension or revocation.
 - ii. District Supervisor consults with General Supervisor regarding next steps.
 - iii. General Supervisor specifies the level(s) of review (and District, if necessary).
 - 1. Whether it initiates at the District or National level.
 - 2. Whether it will involve more than one level of review.
 - 3. Whether or not an Ethics Committee interview will be required and by whom.
 - 4. If an issue bridges districts (e.g. if the district of current appointment is different from the district when the incident occurred) and the District Supervisors do not agree on which is the best approach, which District Supervisor will direct the process.
 - iv. District Supervisor takes steps to end any existing appointments.
 - v. For a Revocation following a Suspension, District Supervisor contacts Corporate Secretary to discuss contents of Suspension Report and gathers information. (8/15/2020)**
 - 1. Historical Summary**
 - 2. Reasons for the suspension and elements of the Restoration Plan.**
 - 3. Leaders involved in recommending and implementing the suspension.**
 - vi. District Supervisor may meet with District Ethics Committee.
 - 1. Review entire Suspension, Revocation and Reinstatement process.
 - 2. Discuss and implement next steps.
 - vii. District Ethics Committee conducts review/interview and prepares Suspension/Revocation Report (template) which includes:
 - 1. Outline of Meeting
 - a. Names of District Ethics Committee Members
 - b. Purpose of Meeting
 - c. Historical Summary
 - d. Perspectives to Consider
 - e. Issues to Address
 - 2. Recommendations
 - a. Suspension includes a minimum time frame and plan for restoration.
 - b. Revocation does not include a time frame.
 - 3. Observations (reasons for recommendations and supporting bylaw section)
 - viii. District prepares Suspension/Revocation Package for review by the General Supervisor and presentation to Foursquare Board on the Executive Track. (Stacking Order)
 - 1. Story Page
 - 2. Suspension/Revocation Report
 - 3. General Supervisor Email Approval for presentation to the Board
 - 4. Suspensions and Revocations are considered “Confidential Files” and as such are not posted to the weekly Board Agenda ShareFile folders and are processed strictly via digital documents as described in Section 4.9.7.

- ix. Following the decision by the Board:
 - 1. The District enters two Activity Records: a) Credential Type of “License Inactive”; and b) Personal of “Suspension” or “Revocation” into the database, using the date of the board decision unless otherwise specified.
 - 2. The Corporate Secretary sends a notification letter to the District Supervisor, along with Board resolution, with cc to General Supervisor.
 - 3. The District Supervisor sends a letter to the minister, informing the minister of the decision and its particulars, with cc to the Corporate Secretary, General Supervisor and new District Supervisor, if applicable.

- e. Reinstatement Process (Bylaw 12.2.5.C)
 - i. Former minister (Applicant) approaches District Supervisor and requests consideration for Reinstatement.
 - ii. District Supervisor consults with General Supervisor regarding next steps.
 - iii. General Supervisor specifies the level(s) of review.
 - 1. Whether it initiates at the District or National level.
 - 2. Whether it will involve more than one level of review.
 - 3. Who will conduct the Ethics Committee Interview.
 - iv. District Supervisor contacts Corporate Secretary to discuss contents of Suspension Report and/or Revocation Report, and gathers information.
 - 1. Historical Summary
 - 2. Reasons for the suspension/revocation, and if a suspension, information regarding how the plan for restoration was followed.
 - 3. Leaders involved in recommending and implementing the suspension/revocation.
 - v. At the direction of the District Supervisor, District distributes the MP-0 (License Application Request) to the Senior Pastor (or equivalent).
 - vi. Applicant prepares and gathers the following written materials (see GTS 4.2.4.e regarding the Application Fee):
 - 1. New License Application (MP-1)
 - 2. Reinstatement Supplemental Questions (MP-6a)
 - 3. Reinstatement Recommendations - 3 (MP-6b)
 - vii. District/National Ethics Committee reviews written materials and conducts Ethics Committee Interview (and Licensing Interview, if more than 3 years).
 - viii. District Supervisor prepares Reinstatement Report (template) for presentation to the General Supervisor and Board (Executive Track Agenda), which includes:
 - 1. History and circumstances
 - 2. Reasons for recommendation, including:
 - a. Confirmation of Appointment
 - b. Confirmation of Sponsor
 - 3. Recommendations
 - ix. District prepares Reinstatement Package for presentation to the Board. (Stacking Order)
 - 1. Story Page
 - 2. Reinstatement Report
 - 3. License Application Package

1. MP-4 (or MP-5, if more than 3 years)
 2. Documentation of Payment of Annual Minister Fee
 3. MP-0
 4. MP-1
 5. Background Check Report (if more than 3 years)
 6. Polity Completion Certificate (if more than 3 years)
 4. MP-6a and MP-6b's
 5. General Supervisor Email Approval for presentation to the Board
2. License "Suspension" to "Lapsed"
- a. As defined in our bylaws, there are certain circumstances that lead to the suspension of the Foursquare credentials of a licensed Foursquare minister. License suspension is intended to be a temporary status which provides time to investigate the particulars of the situation and/or to implement a plan for restoration of the minister to licensed ministry.
 - b. In 2011, the board of directors established a policy that all license suspensions proceed either to reinstatement or revocation within a period of 3 years, or possibly 5 years with the approval of the general supervisor.
 - c. Occasionally an individual pursues and successfully completes the recommended restoration plan, but does not feel led to resume licensed ministry and would like to move forward without the connotations of revocation of license.
 - d. Consequently, NCO has established an alternative to revocation in such situations where the individual is not pursuing reinstatement, i.e. the individual has completed the restoration process but is not choosing to pursue reinstatement of credentials, in order to honor the process such an individual has gone through as well as to bring closure to a challenging season of their life.
 - e. Provide the board with sufficient due diligence to make an informed decision.
 - i. Individual completes the MP-6a (Reinstatement Supplemental Questions), including a description of having followed the restoration plan.
 - ii. Individual arranges for three MP-6b's (Reinstatement Recommendations), including confirmation of having followed the restoration plan.
 - iii. General Supervisor decides whether or not a background check is necessary on a case-by-case basis, depending on the situation and the reason for the suspension.
 - iv. District Ethics Committee conducts interview with the individual.
 - v. District Ethics Committee prepares "Suspension to Lapsed" Report for presentation to the Board.
 - vi. Board makes a decision regarding "Suspension to Lapsed".
 - f. Provide a method to track possible return to licensed ministry in the future.
 - i. If approved, the individual would be assigned a Credential Type of "Lapsed".
 - ii. If the individual seeks to reactivate license in the future, "Lapsed" would indicate requirement of the full license application process.

3. Recommendations of Ethics Committees and District Councils
 - a. There is no requirement that the recommendations of Ethics Committees and District Councils be unanimous, although they usually are.
 - b. If a recommendation for approval is not unanimous, please indicate that “a majority recommended approval, but a minority did not recommend approval, based on the following concern(s):”

4. Documentation Retention Guidelines for Ethics Committee Reviews
 - a. Ethics Committee Reviews typically involve the following types of documentation:
 - i. Memos, reports and notes of meetings, produced over a period of months or years prior to the Ethics Committee Review, involving and/or regarding the minister whose license status and/or behavior is being reviewed.
 - ii. E-mails between and among the Ethics Committee members in preparation for the Ethics Committee Review.
 - iii. Notes and e-mails produced during the Ethics Committee Review (by the recording secretary and committee members) and used by the recording secretary to prepare the Ethics Committee Report.
 - iv. Ethics Committee Report.
 - b. To help facilitate proper documentation retention, the recording secretary for the Ethics Committee will gather and assimilate all such documentation from the committee members, placing a hard copy in the minister’s personnel file (in a locked file cabinet), and e-mailing a digital copy to the legal department. The recording secretary will then encourage the committee members to remove all e-mail correspondence from their computers relative to the situation, and to retain copies of only those written materials believed to be essential to effective future ministry.
 - c. Such documentation is to be retained for the period of time defined by the applicable Statute of Limitations (Wrongful Termination, Defamation), plus 6 months. The Statute of Limitations will be determined by the legal department on a case-by-case basis. At the end of this time period,
 - i. The Ethics Committee Report will become a permanent part of the personnel file.
 - ii. All the other documentation related to the Ethics Committee Review will be removed from the personnel file, and carefully processed through a confidential paper shredding and recycling system.

5. Applicants that have been divorced must complete the MP-14 (Divorce Questionnaire).
 - a. Generally, written materials should be sufficient, and these are presented to the District Ethics Committee to help with preparation of its report (MP-15).
 - b. District Supervisor has the discretion as to whether or not a Divorce Ethics Review is required for situations described in paragraphs i and ii, and, in lieu of the Divorce Ethics Committee Review, would complete the MP-15 (Divorce Report) and include a statement indicating the reason why the Divorce Ethics Review did not take place.
 - i. Divorce (all divorces if more than 1) occurred prior to Conversion, or
 - ii. Divorce (all divorces if more than 1) occurred more than 15 years ago.
 - c. Divorce Ethics Interview
 - i. If a License Applicant has had more than 1 divorce, then a Divorce Ethics Interview is required. The District Supervisor may waive the requirement for a Divorce Ethics Interview if all divorces occurred more than 15 years ago. At the request of the District, if a divorce occurred less than 15 years ago, the General Supervisor may waive the Divorce Ethics Interview on a case-by-case basis depending on the circumstances, and such a waiver is attached to and noted on the MP-15 by “Divorce Ethics Interview Waiver Attached.”
 - ii. The District Supervisor may also require a Divorce Ethics Interview, based on the circumstances.
 - iii. A Divorce Ethics Interview (either prior to or concurrent with the Divorce Ethics Review) is conducted in person by at least two members of the District Ethics Committee, recording their comments and observations on the MP-15.
 - iv. Guidelines for conducting the interview are presented in Section 4.9.8 in the context of distribution to a prospective interviewer.

6. Divorce following receipt of License
 - a. If a minister is divorced after being licensed, a Divorce Ethics Review, including a Divorce Ethics Interview (as described above in Section 4.9.5.c), is required. (This policy also applies to Retired Ministers.)
 - b. The Corporate Secretary’s Office may contact the District/Department Supervisor regarding the convening of such a Divorce Ethics Committee Interview and Review.
 - c. The District/Department notifies the minister that a Divorce Ethics Interview and Divorce Ethics Review are necessary and provides MP-14 (Divorce Questionnaire).
 - d. Upon receipt of the MP-14 from the minister, the District arranges the Divorce Ethics Interview, Divorce Ethics Review and completion of the MP-15.
 - e. Upon completion of the Divorce Ethics Review, the District/Department will:
 - i. Change Marital Status to Single (About Tab).
 - ii. Enter an end date (Date of Divorce) on the Marriage Relationship (About Tab).
 - iii. Enter the following Activity Records (All Activities Tab, Personal Section):
 1. Divorce
 2. MP-14 Divorce Questionnaire for Licensed Minister
 3. MP-15 Divorce Ethics Interview for Licensed Minister
 - iv. Arrange for the MP-14 and MP-15 to be scanned into ShareFile/FileHold as described in Section 4.9.7.

7. Confidential Transactions

- a. We currently have 3 categories of Confidential Transactions related to Licensing.
 - i. License Suspension – Executive Track Board Transaction
 - ii. License Revocation – Executive Track Board Transaction
 - iii. Divorce Following Receipt of License – Non-board Transaction
- b. These transactions are not posted to ShareFile and are processed strictly via digital documents, prior to posting to FileHold, labeled as “Confidential”.
- c. For Executive Track Board Transactions, the process is as follows.
 - i. District prepares Story Page and PDF Package and presents them to NCO (with cc to Corporate Secretary, Credentials Manager, Credentials Administrator) for approval to present to the Board.
 - ii. District appends such approval (to present to the Board) to the PDF Package and forwards the Story Page and PDF Package to Credentials Administrator and posting to BoardMax.
 - iii. Credentials Administrator reviews PDF Package for alignment with existing policies, and interacts with District accordingly if necessary.
 - iv. Credentials Administrator posts PDF Package to BoardMax.
 - v. Following Board approval, Credentials Administrator transfers PDF Package from BoardMax to the “Confidential” folder on the Liberty Shared Drive for posting to FileHold by Archives.
- d. For Non-board Transactions, the process is as follows.
 - i. District arranges for completion of the transaction (e.g. MP-14 Divorce Questionnaire) and MP-15 (Divorce Report)) and prepares corresponding PDF Package.
 - ii. District forwards PDF Package to Credentials Administrator for posting to FileHold.

8. Confidential Files

- a. All Confidential Files are stored in FileHold and marked as “Confidential”.
- b. Standard protocol to access such information is for the District Supervisor to contact the Corporate Secretary, who then accesses the Confidential File and shares its contents in conversation with the District Supervisor, without exchanging anything in writing.

4.9.8. LICENSING: Divorce Interview Process (Interviewer Letter)

January 7, 2002

Rev. John
First Foursquare Church
PO Box 100
City, ST 12345

Dear John,

Greetings in Jesus' Name!

I am writing to invite you to participate in the licensing process in the District of Foursquare Churches, by serving as an interviewer for applicants who have been divorced. Please consider serving in this significant role of healing and empowerment, and let me know if you are interested. A description of what is involved follows.

Currently an applicant who has been divorced may be required to have an interview which deals with the spiritual dynamics of the divorce. Here are the guidelines we follow:

1. The interview is conducted in the spirit of relationship and restoration.
2. There are two interviewers, often a married couple.
3. The MP-14 Divorce Questionnaire provides a framework for the interview.
4. The interviewers include their observations and insights on the MP-15, in the section provided for that purpose, and sign it accordingly.

Please understand that the purpose of the interview is not to determine the legality of the divorce, i.e. "It was before I was saved." or "He/she committed adultery, therefore I'm innocent." God hates divorce. Therefore, the purpose is to determine the spiritual and relational health and strength of the present circumstances, and the hope for a fruitful future.

Enclosed you will find a copy of the MP-14 Divorce Questionnaire completed by the Applicant, to assist with your preparation for the interview and your comments on the MP-15 Divorce Report.

Should you have any questions, please feel free to call.

Blessings for all you do to advance the Kingdom of God!

Serving the King,

John Coordinator
District Licensing Coordinator

11/1/2020

4.11. LICENSING: Chaplain Processes

1. Chaplain Processes - Overview
 - a. There are a number of processes and requirements that are unique to Chaplains, and there are three general categories of Chaplains.
 - i. Military Chaplains
 - ii. Institutional/Industrial Chaplains
 - iii. Disaster Relief Chaplains
 - b. Some of these processes are handled entirely within Foursquare Chaplains International (FCI).
 - c. Some of these processes, related to licensing and appointment, are supported by the Foursquare Credentials Department (FCD).
 - i. Licensing and Ordination
 - ii. Ecclesiastical Endorsements and Approvals
 - iii. Appointments
2. Chaplain Processes – Licensing and Ordination
 - a. If the Chaplain Candidate/Applicant is a License Applicant (beginning with U.S. License or Ordination):
 - i. Chaplain Candidate will work with their Geographical District to complete the Licensing process.
 - ii. Chaplain Candidate is required to be active in a Foursquare Church and typically receives an appointment to the Foursquare Church upon completion of the licensing process.
 - iii. Licensing Coordinator contacts FCI regarding the date of the Licensing Interview, in order to provide opportunity for FCI to contact the District to request involvement of an FCI representative on the Interview Panel.
 - b. For those whose primary appointment is to FCI, Ordination does not involve the Geographical District.
3. Chaplain Processes – Ecclesiastical Endorsement and Approvals
 - a. There are various organizations that require Ecclesiastical Endorsement or Ecclesiastical Approval in order for chaplains to be employed by and/or to serve in those organizations.
 - i. Military
 - ii. Institutional/Industrial (Hospitals, Hospice Care, Prisons, Other)
 - b. Endorsing Agents
 - i. Foursquare has two Endorsing Agents.
 1. Military Chaplain Endorser
 2. Institutional/Industrial Chaplain Endorser
 - ii. The Endorsing Agent oversees both Ecclesiastical Endorsements and Ecclesiastical Approvals.
 - c. Ecclesiastical Endorsement
 - i. Ecclesiastical Endorsement is an industry-standard term and requires the approval of the Foursquare Board.

- ii. Ecclesiastical Endorsement is given by a religious endorsing body (REB) to an individual and it is the denomination's backing of the minister as a qualified chaplain to chaplaincy venues (places they would serve) and agencies.
 - iii. Ecclesiastical Endorsement is not only from the endorsing agent, but also from the Foursquare Board. For institutional/industrial chaplains, it requires a U.S. License or Ordination. For military chaplains it requires an Ordination.
 - iv. Military Chaplains always require Ecclesiastical Endorsement. Some Institutional/Industrial Chaplains require Ecclesiastical Endorsement.
 - v. The FCD prepares the Story Page for presenting Ecclesiastical Endorsements on the Fast Track Agenda.
- d. Ecclesiastical Approval
- i. Ecclesiastical Approval is a Foursquare term and does not require the approval of the Foursquare Board.
 - ii. Ecclesiastical Approval is for chaplains whose employers do not require Endorsement as a condition of employment, but do require some type of recognition from Foursquare as a condition of employment.
 - iii. For institutional/industrial chaplains, it is given by FCI to those who have a Staff Ministerial License. For military chaplain candidates, it is given to those who have started but may not have completed the licensing process. The approval comes from the endorsing agent and not the Board.
 - iv. For the institutional/industrial chaplains, we call them Associate Chaplains, and they need to have another appointment as a minister in their church. For the military chaplains, we call them Chaplain Candidates and we prefer they have another appointment as a minister at their church in order to get the pastoral experience the military requires.
- e. It is important that applicants understand the licensing and endorsement/approval are two separate processes that they will complete at the same time.
4. Chaplain Processes – Appointments (general guidelines, subject to exceptions)
- a. Chaplains are appointed to FCI and/or to Districts and/or to Local Churches. Their appointments depend on license level and reflect the type of chaplain service, not a particular organization.
 - i. Ordination or U.S. License
 - 1. Primary appointment may be to FCI or a District or a Church.
 - 2. Secondary appointment may be to FCI or a District or Church.
 - ii. Staff License
 - 1. Primary appointment is initially to a Church.
 - 2. Secondary appointment is initially to FCI.
 - b. Chaplains also receive a Geographical District appointment if they don't already have a District or Church appointment, in order to be included in District Communication.
 - c. Chaplain Candidate Appointment
 - i. A Military Chaplain Applicant will receive a License Applicant appointment as soon as the MP-1 is received.
 - ii. An individual seeking to become a Military Chaplain is then assigned a Chaplain Candidate appointment by FCI under certain circumstances based on FCI requirements.

4.12. LICENSING: License Renewal and Census

1. License Renewal Annual Timeline
 - a. October-June:
 - i. Enter and Process Payments received in the mail.
 1. If the Renewal Notice is not signed, follow-up with the minister, and continue to do so until the signed renewal notice is received.
(Although the minister is not considered delinquent during this time, the credential card is not mailed until the signed renewal notice is received.)
 2. Organize signed Renewal Notices as received, alphabetically by last name.
 3. For Foursquare Association Ministers, scan and email a copy of the FA Annual Report to the District and file the FA Annual Report with the Renewal Notice.
 - ii. Process Payments received online.
 - iii. Mail Cards/Receipts (starting in December).
 - iv. Reorder Cards to replace lost/damaged cards. (February, March)
 - v. Provide regular/weekly Delinquent Renewal Updates.
 - vi. If a Licensed Minister pays the Annual Minister Fee, but does not pay the Unlicensed Spouse BLME indicated on the notice, and does not indicate to Discontinue it,
 1. February 15: Send Second Notice to the Licensed Minister in writing (along with updated copy of renewal notice) via U.S. Mail.
 2. March 15: Notify the Licensed Minister in writing (along with updated copy of renewal notice) via U.S. Mail that Unlicensed Spouse BLME will be discontinued due to lack of payment, if payment is not received within 30 days.
 3. April 30: If payment has not been received within 30 days, mark the Unlicensed Spouse BLME as “Discontinued due to lack of payment”, effective 12/31 of last year for which paid, and attach a copy of the letter to the renewal notice.
 - vii. Collect instructions, thoughts, ideas for upcoming License Renewal.
 - b. January 14/28, February 14/28, March 14/28, April 14/28, May 14/28:
 - i. Prepare and distribute Reminder Notices from **Corporate Secretary**, including the following statement: “Your license renewal payment is now past due. I am requesting that you respond promptly to this reminder notice in order to insure that there is no interruption to your appointment. I am encouraging District Supervisors and Senior Pastors to take steps to end the appointments of those who have not paid.”
 1. Foursquare Licensed Ministers
 2. Foursquare Association Credentialed Ministers (w/ Annual Report)
 - ii. *For those Assisting Ministers with delinquent license renewals of three months or more, the District Supervisor is authorized to sign the MP-10 in lieu of the Senior Pastor, provided the District Supervisor discusses it first*

with the Senior Pastor, makes a corresponding note on the MP-10, e.g. "per conversation (or attempted conversation) with the Senior Pastor."

- c. April 15
 - i. Generate list of delinquent FA Community Members sorted by district and send to District Supervisor with copy of Discontinuation Notice.
 - ii. *District ends appointments and communicates FA Community Member Discontinuation Notices accordingly.*
- d. June: Strategize upcoming License Renewal.
 - i. Request Annual Minister Fee.
 - ii. Discuss Possible Renewal Notice Changes.
- e. July 1-15:
 - i. Alphabetize signed renewal notices by last name.
 - ii. Scan signed renewal notices alphabetically by last name as a group into a series of PDF files, one file per letter.
 - iii. Post PDF files to ShareFile, for forwarding to FileHold.
 - iv. Maintain the hard copies for 2 years.
- f. July 15:
 - i. Finalize Annual Minister Fee.
 - ii. Finalize Renewal Notice Changes, if applicable.
 - iii. Draft Cover Letter.
 - iv. Determine Inserts, if any.
 - v. Request Waivers and Departmental Payments. (CO, FMI, FCI)
 - vi. Plan Senior Pastor Mailing/Emailing re Appointments Review (Aug. 15).
 - 1. Draft Letter/Email. (Translate into Spanish.)
 - 2. How to Generate/Identify Appointment Lists.
 - vii. Plan License Renewal Notice Mailing/Emailing (Oct. 1).
 - 1. Dates
 - 2. Participants
 - 3. Letterhead, envelopes, etc.
- g. August 15:
 - i. Send copy of Senior Pastor Letter re Appointments Review to District Supervisors in English and Spanish.
 - ii. *District does Senior Pastor Mailing/Emailing re Appointments Review.*
 - 1. *Letter/Email communicates that renewal notices will be sent to each minister with an appointment, unless Senior Pastor ends appointment.*
 - 2. *No response is required from Senior Pastor.*
 - 3. *Mail/Email Letter in Spanish, if primary language of church.*
 - iii. Alert Districts to review the following in light of License Renewal.
 - 1. Minister in Transition Appointments
 - 2. Foursquare Association Members, Credentialed and Community
 - iv. Finalize Cover Letter and Inserts.

- v. Implement Renewal Notice Changes, if applicable.
 - vi. Finalize Waivers and Departmental Payments. (CO, FMI, FCI)
- h. September 1: Make changes, if applicable, to database.
- i. September 15
- a) Confirm Exemptions - Current and former Presidents and Spouses
 - b) Enter Waivers
 - 1. 70+ Ministers, i.e. 70 or older by December 31 of concluding year.
 - 2. Central Office Personnel
- j. October 1-15:
- i. Prepare 12 versions of Cover Letter.
 - 1. Foursquare Appointed Ministers
 - i. Email (English and Spanish)
 - ii. Postal Mail (English and Spanish)
 - 2. Foursquare Association Credentialed Ministers
 - i. Email (English and Spanish)
 - ii. Postal Mail (English and Spanish)
 - 3. Foursquare Association Community Ministers
 - i. Email (English and Spanish)
 - ii. Postal Mail (English and Spanish)
 - ii. Prepare 2 versions of Renewal Notice.
 - 1. Foursquare Licensed Ministers and FA Credentialed Members
 - 2. Foursquare Association Community Members
 - iii. For those ministers with email addresses in The Hub, send email with link to The Hub for Online Processing (Cover Letter, Minister's Code of Ethics, Pledges and FA Annual Report (if applicable)), and Online Payment, and with option to request hard copy mailing.
 - 1. Foursquare Licensed Ministers
 - 2. FA Credentialed Members (w/ FA Annual Report)
 - 3. FA Community Members (w/ FA Annual Report)
 - iv. For those ministers a) without email addresses in The Hub, b) for which the email delivery failed or c) who request hard copy mailing, print and mail the following.
 - 1. Cover Letter
 - 2. License Renewal Notice
 - 3. Minister's Code of Ethics (if applicable)
 - 4. FA Annual Report (if applicable)
 - v. Other
- k. November:
- i. Request spreadsheet from IT to facilitate order of plastic cards for U.S. License and Ordination.
 - ii. Order plastic cards for U.S. License and Ordination.

2. License Renewal and Affirming Declarations
 - a. As a component of our Annual License Renewal, we require Affirmation of Declarations from each Minister who is under age 70.
 - b. For those who pay online, they must affirm their Declarations online prior to payment, and The Hub records their Declarations in Activity Records in their Payment History.
 - c. For those who pay by mail, they may affirm their Declarations either by Renewal Notice Signature or by affirming their Declarations online.
 - d. For those who pay by mail without a Renewal Notice Signature and without affirming their Declarations online,
 - i. We highlight and return the Renewal Notice by postal mail, requesting signature and return.
 - ii. We deposit the check.
 - iii. We pull the card from the box, clip it to the receipt and set it aside, pending receipt of Renewal Notice Signature.
 - iv. We do not mail the card until we receive the signed Renewal Notice or Declarations Online.

3. License Annual Fee Payments Online
 - a. Aside from general problems navigating the internet, there are two primary challenges faced by some ministers in making their License Annual Fee Payments online.
 - i. The address associated with the payment must precisely match the address on file with the credit card institution. Otherwise, there is a system-generated “fraud” message, and the payment is not processed.
 - ii. If a payer is making the payment on behalf of another minister, there are two essential requirements:
 - a. The minister must first affirm their Declarations online.
 - b. The payer must have Organization Administrator for the minister’s church of appointment.
 - b. There is a 1-day period between when the payment is made online and when The Hub displays the payment in the Payment History Section of the Participation Tab. That means that if the payment was made online today, then the payment won’t display until tomorrow, after today’s payments are posted in the morning.

4. License Renewal and Mailing Cards
 - a. In mid-December, we print receipts for all those who have paid by a certain date, typically December 10, December 11 or December 12, and focus on mailing cards to that group of ministers before the end of the year.
 - b. After printing the receipts and before mailing the cards, we review the receipts and pull the following for special handling, in order to confirm their Declarations and/or to address other issues prior to mailing the cards.
 - i. Closed Access Missionaries (numeric names)
 1. After confirming their Declarations, we pass on their receipts and cards to FMI for distribution.
 - ii. Central Office Waivers (WAIVER appears in the Payment Type box)

1. We do not pull the 70+ Waivers because it is not necessary to confirm their Declarations.
 2. We do not pull the Presidential Waivers because it is not necessary to confirm their Declarations.
 3. For Central Office Waivers that have not Affirmed their Declarations, we pull the card from the box, clip it to the receipt and set it aside until we receive the Renewal Notice Signature or Declarations Online.
 - iii. FMI Departmental Payments (FMIYYYY appears in the Payment Type box.)
 1. After confirming their Declarations, we return their receipts to the pile for mailing of cards.
 2. For FMI Department Payments that have not Affirmed their Declarations, we pull the card from the box, clip it to the receipt and set it aside, pending receipt of the Renewal Notice Signature or Declarations Online.
 - iv. Foursquare Association Only (Foursquare Association appears in Category box.)
 1. After confirming their Declarations and FA Annual Report, we return their receipts to the pile for mailing of cards.
 2. For FAO that have not Affirmed their Declarations and/or have not completed their FA Annual Report, we pull the card from the box, clip it to the receipt and set is aside pending receipt of the Renewal Notice Signature and the FA Annual Report.
 - v. Unusual Addresses
 1. After confirming their Declarations, we hand address the envelope according to their address in The Hub.
 - vi. Non-zero Balances
 - c. As we pair the receipt and card for mailing, we are careful to confirm that the name on the receipt matches the name on the card, in particular situations involving fathers and sons with the same name.
5. Monthly Census Report
- a. Basis Life Census
 - b. Widows (Effective 9/1/2011, Widows are exempt from renewal fees.)
 - c. Unlicensed Spouses
 - a) End Standard Events based on Licensed, Lapsed, Deceased, Licensed Spouse Deceased, Discontinued and Divorced.
 - d. Data Entry Alignment
 - i. Individual Member Types
 - ii. Qualifying Appointments
 - e. Paid Without Appointment
 - f. Delinquent Renewals
 - g. Other

6. License Renewal for 70+ Ministers
 - a. Effective with 2015 License Renewals, for those ministers who turn 70 by December 31 of the concluding year (e.g. 2014), Foursquare is covering the cost of the Annual Minister Fee which includes basic life insurance coverage and Minister Benevolent Fund.
 - b. The License Renewal Cover Letter is emailed to these ministers along with a \$0 License Renewal Notice, unless one or both of the following applies:
 - i. For those participating in Unlicensed Spouse Basic Life and Benevolent Fund, the notice is for \$100.
 - ii. For those participating in the Foursquare Association, the notice is for \$75.
 - c. Effective with 2017 License Renewals, we will waive the declarations requirement for our 70+ ministers.
 - d. The license renewal cover letter will communicate that it is not necessary for these ministers to complete the declarations online or to sign and return the renewal notice.
 - e. The 70+ Waiver applies to renewals, not First-Time Licensees or Reactivations.
 - i. A First-Time Licensee of age 70 or more pays one year of Annual Minister Fee, and renewal fees are waived going forward.
 - ii. A Reactivation Licensee of age 70 or more pays one year of Annual Minister Fee, and renewal fees are waived going forward.

4.13. LICENSING: Individuals without Employment Eligibility

1. Licensing Individuals without Employment Eligibility – NCO Initiative, effective January 1, 2012
 - a. For many years, in order to comply with legislation regarding individuals who we have not been authorized to employ in the US, The US Foursquare Church has treated licensing as the functional equivalent of employment in making decisions regarding the licensing of individuals without employment eligibility. Based on information provided by our legal department and subsequent research, the following introduces a method for the licensing of individuals without employment eligibility, utilizing a non-compensation agreement.
 - b. “Effective January 1, 2012, International Church of the Foursquare Gospel will begin issuing Foursquare ministerial licenses to and processing the local church ministerial appointments of individuals who are in the United States who lack US employment authorization, and who have successfully completed the Foursquare Licensing Process, including all required approvals, so long as:
 - i. The individual is already in the United States, and
 - ii. The individual to be licensed and appointed has been a member of the Foursquare Church (US or other national Foursquare Church – with documentation) for a minimum of one year, and
 - iii. The individual is a volunteer who is not compensated as an employee, and
 - iv. The individual is the subject of an acceptable current background check, and
 - v. All of the following sign a memorandum of understanding agreeing that no compensation shall be paid to or received by such individual from local church, District, or ICFG funds.”
 1. the individual being licensed and appointed,
 2. the Senior Pastor of the Church where the individual will be appointed as a licensed Assisting Minister (if such is the intended appointment of that individual),
 3. the Church Council members of the Church where the individual will be appointed, and
 4. the District Supervisor overseeing that local church.”
 - c. This policy is based on the exception to the rules establishing criminal penalties for the harboring of aliens – which exception is found at INA Section 274(a)(1a/C) – afforded to “a religious denomination having a bona fide nonprofit, religious organization in the United States, or the agents or officers of such denomination or organization, to encourage, invite, call, allow, or enable an alien who is present in the United States to perform the vocation of a minister or missionary for the denomination or organization in the United States as a volunteer who is not compensated as an employee, notwithstanding the provision of room, board, travel, medical assistance, and other basic living expenses, provided the minister or missionary has been a member of the denomination for at least one year.” The protections against criminal penalties are only applicable for

us when we are dealing with an alien who is already present in the United States because the language of the quoted Section states that the exception is not available “where a person encourages or induces an alien to come to or enter the United States...”

- d. It is our understanding that the penalties that would be incurred by a local church that violates the prohibitions against employing an unauthorized alien would be as follows:
 - i. First violation – fine of not less than \$250 and not more than \$2,500 for each unauthorized individual with respect to whom a violation occurred,
 - ii. Second violation – fine of not less than \$2,000 and not more than \$5,000 for each unauthorized individual with respect to whom a violation occurred,
 - iii. Third violation – fine of not less than \$3,000 and not more than \$10,000 for each unauthorized individual with respect to whom a violation occurred.
 - iv. It is our understanding that such penalties would be localized to the local church because the local church makes its own hiring decisions. Therefore the graduated effect of the penalties would be limited to the offending church and not to ICFG as a whole.

- e. As the language from INA Section 274 quoted above which we are relying upon as authority to license and appoint employment ineligible individuals as pastors in US Foursquare Churches also allows us to provide for an eligible aliens basic living expenses, we invite local Foursquare churches to take full advantage of this potential to provide reimbursements for such expenses incurred by an eligible alien, while carefully monitoring, however, the situations where such reimbursements are authorized and employed. Recognizing the legal risks inherent to a local church in not structuring a monitoring system for such reimbursements carefully enough to insure that it remains within the guidelines allowed by the law, we advise our local churches to create a Volunteer Living Expense Reimbursement Plan, and to that end have prepared a Volunteer Reimbursement Guide and a sample Volunteer Living Expense Reimbursement Request form for use by our local churches in doing so.

2. Table summarizing #1

	Individuals ineligible for employment
Eligible for Licensing without Compensation?	Yes, based on proper non-compensation agreement

4.14. LICENSING: Checking Ministry and Employment References

1. Currently our MP-1 asks for ministry and employment references.
2. Foursquare is now adopting a systematic process for checking those references.
3. A set of interview questions will be used in checking ministry and employment history and references. These questions are designed to gather information that is important in determining whether or not to license someone.
4. Such reference interviews will take place for EVERY license application.
5. Ministry Reference Interview Questions appear on next page.
6. Employment Reference Interview Questions appear on the following page.
7. District Personnel will conduct the reference interviews on license applications of Senior Pastors, prior to the licensing interview. Once the process is ironed out, the plan is for Church Personnel to conduct the reference interviews on license applications of Assisting Ministers.

Ministry Reference Interview Questions

Date _____

APPLICANT'S NAME _____

CHURCH _____ CODE # _____

DISTRICT _____

Interviewer Name: _____ Position: _____

Interviewer Signature: _____

Interviewee Name: _____ Position: _____

Interviewee Organization: _____ Phone Number: _____

Introduction for call: My name is <interviewer's name> and I am calling for a ministry reference for <applicant's name>, who listed you/your organization as a reference on his/her license application to become a licensed minister with the Foursquare church.

1. Did <applicant's name> serve in your ministry organization during <dates indicated on application>? If no, please explain.
2. Did <applicant's name> hold the position of <position indicated on application>? If no, please explain.
3. Did <applicant's name> leave your ministry organization in good standing? If no, please explain.
(If the applicant is still serving in this ministry organization, do not ask this question.)
4. Would you consider <applicant's name> for future ministry? If no, please explain.
5. Do you recommend <applicant's name> for Foursquare ministry? If no, please explain.
6. Are you aware of any reason why Foursquare should not license <applicant's name>? If yes, please explain.

Employment Reference Interview Questions

Date _____

APPLICANT'S NAME _____

CHURCH _____ CODE # _____

DISTRICT _____

Interviewer Name: _____ Position: _____

Interviewer Signature: _____

Interviewee Name: _____ Position: _____

Interviewee Organization: _____ Phone Number: _____

Introduction for call: My name is <interviewer's name> and I am calling for an employment reference for <applicant's name>, who listed you/your organization as a reference on his/her license application to become a licensed minister with the Foursquare church.

1. Was <applicant's name> in your employ during <dates indicated on application>? If no, please explain.
2. Did <applicant's name> hold the position of <position indicated on application>? If no, please explain.
3. Did <applicant's name> leave voluntarily? If no, please explain.
(If the applicant is currently employed at this place of business, do not ask this question.)
4. Would you consider rehiring <applicant's name>? If no, please explain.
5. Do you recommend <applicant's name> for Foursquare employment? If no, please explain.
6. Are you aware of any reason why Foursquare should not license <applicant's name>? If yes, please explain.

4.15. LICENSING: U. S. License Application Package Instructions

The attached documents together comprise a complete Foursquare ministerial license application package. Please complete the items and return them via email or mail.

1. The Application (form MP-1).

a. This includes a Release Authorization which authorizes criminal background, sex offender registry and credit checks.

2. The Foursquare Minister's Recommendation form (MP-2).

a. Please arrange for recommendation forms to be completed by three (3) Ordained or U.S. Licensed Foursquare ministers.

b. Please arrange to have your recommendation forms returned.

*c. **In addition**, if you are serving as an Assisting Minister or an Evangelist, one recommendation must be from your Senior Pastor.*

3. License Application Fee in the amount of \$150.00.

*a. This fee is required of all **first-time** Foursquare ministerial license applicants.*

b. Please make checks payable to "The Foursquare Church."

c. Fee covers the cost of the background check and the polity self-study materials.

4. Senior Pastor's Request to Appoint Assisting Minister (MP-9).

a. If you are an Assisting Minister receiving a new appointment, please have this completed and signed by your Senior Pastor.

Feel free to discuss any questions you may have regarding these forms with your District Office, your Senior Pastor or your Area Pastor.

4.16. LICENSING: Commonly Asked Questions About Foursquare Licensing

How do I pursue licensing and ordination with Foursquare?

1. Licensing and appointment are concurrent. Foursquare License is only for those with appointment to a Foursquare Church. Appointment to a Foursquare Church is for those with Foursquare License. In other words, a Foursquare Ministerial License is issued only to those who are appointed to a Foursquare Church.
2. Ordination is a subsequent step to Licensing, as explained in the paragraphs below:
 - a. **U.S. License** is for Senior Pastors and Assisting Ministers of Foursquare Churches and is authorized by the International Board, upon proper application and approval, to those whose ministry assignments require them to perform sacerdotal duties, be endorsed by a congregation of the International Church of the Foursquare Gospel, and/or access the tax benefits available to credentialed ministers through the Internal Revenue Service.
 - b. **Ordination** is authorized by the International Board, upon proper application and approval, and in conjunction with a laying on of hands service, to those ministers who have held an U.S. License for at least 2 years.

What are the consequences of having been divorced, with respect to the licensing process?

1. We view every situation on a case-by-case basis.
2. A divorce questionnaire, and in some instances a divorce interview, becomes part of the licensing process.

4.17. LICENSING: Religious Worker Visa Process

1. INTRODUCTION TO FOURSQUARE'S RELIGIOUS WORKER VISA PROGRAM

US Immigration Law affords bona fide tax exempt churches and religious organizations like Foursquare the opportunity to request permission for non-citizen ministers (who are also not permanent residents) to come to the US for the purposes of being employed by us as ministers of the gospel in our organization's local congregations or church-wide ministries. The benefits afforded by this opportunity – when carefully and wisely appropriated - can allow us to more effectively approach our harvest fields here in the US by enabling us to release culturally and linguistically fluent ministers and ministry into our communities.

The laws' provisions, administered through the federal government agency known as United States Citizenship and Immigration Services (USCIS), allow us to request either temporary status (called 'non-immigrant' status in the law and lasting up to a total of five years), or permanent status (called 'immigrant' status in the law) for such ministers we are seeking to employ.

In order to obtain such status for a non-US minister we seek to employ here in the US, we need to demonstrate to the USCIS that both the minister we are seeking status for, and the position to which we intend to appoint that minister, meet the laws' specific requirements for the religious worker visa program. For example, our employment of the visa applicant must be intended to be full-time and full-compensated. The results of a survey published in 2006 by the USCIS indicated that fully one third of the religious worker visa application files reviewed by that agency at that time had been in some way or fashion fraudulently presented or completed. As such, the government has recently tightened up the rules for reviewing and deciding upon such cases significantly.

Prior to district multiplication seven years ago, each of our historic districts maintained their own facilities and/or resources for processing religious worker visa applications, and in fact did so. At the same time, many of our churches and pastors around the country also independently submitted religious worker visa applications to the federal government over the years (with or without District Supervisor approval). At the time of multiplication seven years ago, the NCO determined to centralize the filing of all such applications in the office of Multicultural Ministries, for two reasons: first, to further our missional purposes by insuring that uninformed or erroneous filings from the field would not jeopardize the opportunities for non-US ministers called by God to come to the US to serve in the US Foursquare Church to actually be able to do so, and second, to guard against any of our local congregations or district offices making statements to the federal government misrepresenting the intentions or programs of the Foursquare Church with respect to our religious workers visa holders and thereby causing us to be out of compliance with the law.

Districts with churches desiring to take advantage of the government's Religious Worker Visa program to release new ministry in their communities or districts should contact, or have those churches contact, our Religious Worker Visa coordinator, Joe Gosha, in the Foursquare Atlantic FCD. (800-203-6393 or jgosha@foursquare.org). Joe also works with the licensing coordinators in each of our Regional FCDs to coordinate our religious worker visa program into the credentialing processes for our ministers which are administered by those coordinators in each of the FCDs.

2. Effective 12/1/2004, some immigration responsibilities are decentralized to the Licensing Coordinator in each Region, and some immigration responsibilities are centralized to the Religious Worker Visa Coordinator (who is also a Licensing Coordinator).

3. Decentralized responsibilities – Licensing Coordinator
 - a. Sponsorship Issues
 - i. Answer questions and explain essentials of the process and how it applies to a particular individual.
 1. What the qualifications are for sponsorship under US immigration law for a particular visa.
 2. What the intended ministry role/job description will be to verify eligibility.
 3. How the Foursquare church that wants to employ the person will support him/her financially in that ministry role, in terms of a 3-year support plan, to determine financial viability.
 - ii. Distribute and collect Immigration Information Forms, to obtain detailed information regarding the proposed sponsorship.
 - iii. Confirm District Supervisor authorization to proceed with sponsorship request.
 - iv. Direct completed sponsorship requests to the Immigration Coordinator.
 - b. Licensing Issues
 - i. Answer questions from Districts, Local Churches, Licensed Ministers and License Applicants.
 - ii. Process license applications, appointments and renewals according to ICFG immigration policies and procedures. Follow up and verify that sponsored individuals follow through to completion of the licensing process.
 - iii. Update database immigration information, according to particular situations.
 - iv. Maintain personnel files.

4. Centralized responsibilities – Religious Worker Visa Coordinator
 - a. Sponsorship Issues
 - i. Maintain a database of all those in the process of seeking Foursquare sponsorship.
 - ii. Gather international references from FMI, and integrate these references with the licensing process.
 - iii. Maintain sponsorship files.
 - iv. Prepare and mail/file Sponsorship (Petition) Letters and USCIS Applications. Procure signature of Vice President of Multicultural Ministries.
 - b. Licensing Issues
 - i. Keep Foursquare immigration policies and procedures current in the Administrative Guide to Services via USCIS hotline and Foursquare immigration attorney.
 - ii. Structure database to track immigration information.
 - c. Citizenship Issues

- i. Clarify uncertainties about our policies and procedures and keep them consistent and current with changes in immigration law, via USCIS hotline and Foursquare immigration attorney.
- ii. Prepare and mail/file documentation in support of sponsored individuals subsequent immigration, permanent residency, and work authorization applications.
- iii. Work with the Multicultural Ministries department to clarify its role in the process.

4.18. LICENSING: Immigration and Sponsorship of a Work Visa

1. All Sponsorship applications are to be completed under the supervision of the Multicultural Ministries Department of ICFG, although the application may be initiated by the immigrant, the immigrant's attorney, the local church or the district.
2. Regardless of where the application initiates, it must be reviewed and approved by the Multicultural Ministries Department.
3. The application must not "guarantee" salary, which would be in contravention of ICFG Bylaws, even though in petitioning "religious worker" employment authorization for an individual we are required to state our intention to the US Government to compensate the individual (and his/her accompanying dependents) that we are sponsoring at an amount equal to or greater than 125% of the U.S. Department of Health and Human Services published Federal Poverty Guideline (<http://aspe.hhs.gov/poverty>) in place at that time the application is made for the duration of the intended employment.
4. The application will make a general statement that the individual may receive income from the church based on the tithes and offerings, and may include an estimated amount, but no promise.

4.19. LICENSING: Immigration, Work Visas and Compensation

1. ICFG may license and appoint a non-immigrant who has a legal work visa (R1, H1B, to name a few), a work authorization from the USCIS, or a labor certification from the US Department of Labor, whether or not ICFG is the sponsoring organization.
2. If ICFG is the sponsoring organization, then ICFG may compensate a licensed non-immigrant within the limits of our bylaws.
3. If ICFG is not the sponsoring organization, then ICFG may not compensate a licensed non-immigrant. In these circumstances, it is necessary for the Senior Pastor and Church Council to present a signed resolution, declaring that the church will not compensate the non-immigrant, and that the church understands that it is a federal crime to do so.
4. If ICFG is not the sponsoring organization, then ICFG may not compensate an unlicensed non-immigrant.

4.20. LICENSING: Immigration and Expiration of R1 Visa Status

1. A non-immigrant is a person from outside the United States who is here with a temporary visa. An immigrant is a person from outside the United States who is here with a permanent resident visa, and is often referred to as a Legal Permanent Resident (LPR) or green card holder.
2. An R1 Visa is a temporary visa and grants its non-immigrant holder the legal right to be in the United States, and to be employed by the sponsoring organization of the R1 Visa.
3. The initial term of an R1 Visa is no longer than 3 years, and in most cases it is a simple matter to extend the R1 Visa for an additional 2 years. Thus, the maximum term of an R1 Visa is 5 years.
4. If an R1 Visa holder is to remain legally in the United States for more than 5 years, he must go through a process of application for a permanent visa (Green Card), which involves the following three (3) forms.
 - a. I-360. The “Petition for Amerasian, Widow(er), or Special Immigrant” is the first of three steps necessary to receive a permanent visa (Green Card). Approval of the I-360 grants permission to file the I-485. Although the time frame varies, it is not uncommon for approval of the I-360 to take from 6 to 9 months.
 - b. I-485. The “Application to Register Permanent Residence or to Adjust Status” requests a change from non-immigrant status to immigrant status. Following approval of the I-360, the next step is to file the I-485. Although the time frame varies, it is not uncommon for approval of the I-485 to take from 12 to 24 months. Approval of the I-485 grants a permanent visa (Green Card).
 - c. I-765. The “Application for Employment Authorization” should be filed concurrently with the I-485. Although the time frame varies, if not granted within 90 days it may be granted at the local District Office of USCIS, and it is almost always approved. Approval of the I-765 extends or reinstates the authorization to be employed until there is a decision on the I-485. Such approval enables the person to be employed by any U.S. employer.
5. Ideally, a non-immigrant completes the application process above and receives a permanent visa (Green Card) before the R1 Visa Status expires.
6. If the R1 Visa Status expires prior to receipt of a permanent visa (Green Card) or approval of an I-765, there are several consequences:
 - a. It is illegal for the person to remain in the United States, and the person is subject to arrest and deportation if discovered.

- b. It is illegal to employ the person.
 - c. Even though it is illegal for the person to remain in the U.S., the USCIS will still accept an I-485 application if it is filed within 180 days of the expiration of R1 Visa Status. If the I-485 is not filed within 180 of expiration of R1 Visa Status, then the person must complete their immigration from outside of the U.S. If a person leaves the U.S. after being in the U.S. without authorization they become inadmissible for 3 years.
 - d. As a practical matter, the USCIS does not have the resources to enforce these laws. Consequently, many persons remain undetected in the U.S. following expiration of R1 Visa Status.
 - e. Even though the USCIS is not diligent to enforce these laws, any violator of these laws is subject to penalties if discovered.
7. There are several practical implications of the above guidelines.
- a. We must be diligent to determine and track the progress of each R1 Visa holder toward completion of the immigration process.
 - b. We will want to communicate a recommended timeline for completion of the I-360, I-485 and I-765 forms by the non-immigrant pastor serving on the basis of a valid R1 Visa.
 - c. We must do everything we can to encourage the timely filing of I-360, I-485 and I-765 forms.
8. Foursquare must decide how it will respond to a licensed Foursquare minister whose R1 Visa Status has expired without receipt of a permanent visa (Green Card) or approval of an I-765.
- a. There are a number of Foursquare Licensed Ministers whose R1 Visa Status has expired without receipt of a permanent visa (Green Card) or approval of an I-765.
 - b. It is the intention of ICFG to comply with the immigration laws of this country.
 - c. Our immigration attorney assures us that the law requires us to discontinue employment, which means discontinuation of all compensation, including housing, and discontinuation of a Senior Pastor appointment. Additionally, our immigration attorney suggests that we may continue an Assisting Minister appointment, as long as it is clear there is no compensation and that the person does not function as a Senior Pastor or in a position that would normally be compensated.

- d. Since ICFG policy and bylaws require compliance with the law, we recommend the following policy for responding to a licensed or ordained non-immigrant minister whose R1 Visa Status has expired without receipt of a permanent visa (Green Card) or approval of an I-765.
 - i. Declare that we will obey the law even though the USCIS is not diligently enforcing the law. This approach does not require us to take steps to assist with deportation.
 - ii. Terminate employment.
 - iii. Terminate appointment as a Foursquare Minister.
 - iv. In exceptional circumstances, with the approval of the District Supervisor, and subject to approval of the Board, reappoint the former minister to an assisting position that would not normally be compensated as a general rule in Foursquare, providing written instructions to the local church that payment of any type of compensation to the minister is unlawful and against ICFG bylaws. Approval by the Board will require documentation to be presented to the Board that the position is in fact not normally compensated as a general rule in Foursquare, and that the appointment is within the boundaries of the law.

4.21. LICENSING: Immigration and “Out of Status” Non-immigrants

1. Our policy (Section 4.19, approved in July, 2004) regarding a licensed and appointed minister whose R1 Visa Status expires without receipt of a permanent visa (Green Card) or approval of an I-765 is to terminate employment and to terminate appointment.
2. Occasionally, we may determine that a currently licensed and appointed minister is “Out of Status” because the minister provided incorrect information regarding immigration status and/or Foursquare incorrectly approved license and appointment, based on a misunderstanding or lack of information. In these cases, when we discover that a licensed and appointed non-immigrant minister is “Out of Status” and cannot be lawfully employed because of their immigration status, our policy is to terminate employment and to terminate appointment, i.e. the same as described in paragraph “1”.

**5.1. CHURCH PROCESSING/APPOINTMENTS:
Church Registration Transaction Summary**

Interaction between Pastor/Church and District Supervisor/Personnel

Action	District Supervisor/ Authorized Representative	District Personnel
1. Request	District Supervisor interacts with interested pastors/churches and determines preparedness to begin process of becoming Foursquare.	
2. Direction	Direct distribution of forms.	
3. Distribution		Distribute forms and notify Supervisor.
4. Followup		Initiate follow-up and tracking process.
5. Coaching	Stay informed of progress, interacts with District Personnel and Pastor regarding out-of-policy-matters.	Coach pastor with paperwork, keep Supervisor notified of progress, involve Supervisor at any point where the transaction is out-of-policy.
6. Preparation		Assemble completed application.
7. Supervisor Approval	Sign application.	Present application to District Supervisor for approval.
8. ICFG Board Approval		Present application to Board for approval.
9. Notification	Receive notice of registration of church. Has option of notifying pastor or letting ICFG notification suffice.	Notify Supervisor regarding completion of process.
10. Document Application		Corporate Secretary's Office (CSO) applies to IRS for EIN. CSO sends IRS EIN Confirmation letter to church.
11. Resource Distribution		Send Administrative resources to church.
12. Filing		ShareFile/FileHold maintains church files.

5.1.1 CHURCH PROCESSING/APPOINTMENTS: ShareFile/FileHold Naming Conventions

The following table summarizes the naming conventions for entering Licensing and Church Processing PDF files into ShareFile/FileHold. Please notice that the information in the columns is Metadata which can be used to conduct searches and is displayed as the filename following the search. In some cases there will be additional pages (supporting documents, emails, etc.) included in the PDF, following the form itself, e.g. MP-2, MP-4, I-9, Background Check, MP-14, MP-15, etc.)

Type of Form (Metadata) (followed by two spaces)	Name of Minister (Metadata)	Number of Church (Metadata)	Descriptor (Metadata) Below are some examples.
AR-1a		#12345	- SS-4 (unless Reopen)
AR-1c, AR-8c		#12345	
AR-2		#12345	- Closed - Temp Closed - Previously Temp Closed
AR-8		#12345	
AR-10		#12345	
AR-20		#12345	- Slogan Name Letter - Slogan Name Change
FA-1		#12345	
FA-7	LastName, FirstName MiddleName	#12345	
FA-8	LastName, FirstName MiddleName	#12345	
MP-1 MP-1a	LastName, FirstName MiddleName		- License or Ordination or License Upgrade or [License or Ordination] Reactivation or [License or Ordination] Reinstatement - Suspension or Revocation (without MP-1 form) - Background Check, I-9, MOU, MP-14, etc. (if not with MP-1)
MP-7	LastName, FirstName MiddleName	#12345	- AR-13 [Waiver] - Interim - New Church
MP-8	LastName, FirstName MiddleName	#12345	- Inactive
MP-9	LastName, FirstName MiddleName	#12345	
MP-10	LastName, FirstName MiddleName	#12345	- Inactive
MP-11	LastName, FirstName MiddleName		
MP-20	LastName, FirstName MiddleName		
Ecclesiastical Endorsement -	Last Name, FirstName MiddleName		
Registered Agent -	LastName, FirstName MiddleName		- <State>

5.2. CHURCH PROCESSING/APPOINTMENTS: Basic Elements and Common Transactions

1. There are a number of different types of Church Registration/Appointment Transactions, including:
 - a. Opening a District/Charter Church
 - b. Opening a Covenant Church
 - c. Closing a Church
 - d. Appointing a Senior Pastor
 - e. Appointing an Assisting Minister
 - f. Ending an appointment

2. Usually these types of transactions follow a similar process:
 - a. District Supervisor interacts with various ministry entities involved and reaches a decision, which is implemented at both a ministry level and administrative level.
 - b. District Supervisor directs District Personnel to process paperwork.

3. Local Church Appointments: The majority of appointments in Foursquare are to a local church, including:
 - a. Senior Pastors
 - b. Assisting Ministers
 - c. Evangelists
 - d. A Foursquare License is required for all of these appointments.

4. Processing of Appointments
 - a. The processing of Local Church and District Appointments is handled by the District Office.
 - b. The processing of most other Appointments is handled by the Corporate Secretary's Office, including NCO, Operations, FMI, FCI, LIFE Pacific and Ignite.
 - c. The processing of appointments includes the following:
 - i. Preparation of MP forms
 - ii. Presentation to the Board
 - iii. Data Entry into The Hub
 - iv. Transmitting to ShareFile/FileHold

5. MP Form Signatures
 - a. Approval signatures are required on all MP Forms, and there are multiple ways to collect them, as follows:
 - i. Original signatures written by hand and delivered through the mail
 - ii. Signature stamp, following and accompanied by written permission from the District Supervisor via email
 - iii. Faxed copy
 - iv. Email copy
 - v. Electronic approval

6. Open and Close Transaction Dates for Churches
 - a. The general guideline is to use the Board Decision Date as the Transaction Date for presentation on the Fast Track Report and data entry into the database.
 - b. This approach leads to some challenges regarding insurance when closing churches. When this occurs, we will customize the Transaction Date, adding an explanatory note on the Fast Track Report, but we will not use a date from the prior calendar year.
 - i. One of the situations has to do with a church that has been spiritually closed for some months or weeks before the District finds out about it. Typically ICFG Insurance works with the District to identify a Close Date in the past which helps minimize the insurance bill for the District.
 - ii. Another of the situations has to do with a church that is Temp Closed and then sold **or transferred**. The issue has to do with maintaining insurance coverage until title has passed. Clearly we need to retain insurance coverage until escrow closes. Regarding Temp Closed Churches, we use the Close of Escrow **or Date of Transfer** as the Close Date, for the following reasons.
 1. Clearer statement of reality
 2. Savings on insurance
7. Church Addresses
 - a. The Hub provides up to three address records for Churches, accessible via the About Tab, labeled and described per the following protocol.
 - i. Address Primary (Mailing Address)
 - ii. Address Secondary (usually blank, used for District Address if church closes)
 - iii. Meeting Place (Location Address, if different from Address Primary)
 - b. There are three Preferences that can be assigned independently to one and only one of the three address records. All three Preferences are initially assigned to Address Primary and only appear on the screen if there is an address record in addition to Address Primary.
 - i. Preferred Mailing Address
 - ii. Preferred Shipping Address
 - iii. Preferred Billing Address
8. Restart Process
 - a. District determines that a church qualifies as a Restart per guidelines provided by NCO.
 - b. District enters Restart Activity Record into the History Section of the database, using appointment date of new Senior Pastor as date of Restart.
 - c. IT Department includes Restarts in the Tithe Reallocation.

**5.3. CHURCH PROCESSING/APPOINTMENTS: Common Questions
(to be used by a District, if desired, in coaching a pastor)**

1. Who processes the Church Application Forms (AR-1a's) and Appointment Forms (MP-7's and MP-9's)?
 - a. District Personnel, upon request from District Supervisor.
2. Who makes decisions about when to open a church?
 - a. District Supervisor, subject to the approval of the Board.
3. Who makes decisions about when to close a church?
 - a. District Supervisor, with the approval of the District Council, subject to the approval of the Board.
4. Who makes decisions about who to appoint as Senior Pastor to a local church?
 - a. District Supervisor, subject to the approval of the Board.
5. Who makes decisions about who to appoint as Assisting Ministers to a local church?
 - a. Senior Pastor
6. What is a Grandfather Clause Appointment, and how does it work?
 - a. The Grandfather Clause appointment was used by the Historic Districts to continue the appointment of a minister who had been a licensed Foursquare minister over 25 years, but who was without a current appointment.
 - b. The practice of Grandfather Clause Appointments has been discontinued. (6/9/2015).

5.4. CHURCH PROCESSING/APPOINTMENTS: Church and Appointment Forms

1. Opening a District/Charter Church
 - a. AR-1a: Addition to Group Exemption Roster
 - b. SS-4: EIN Application
 - c. AR-20: Slogan Name Certification
2. Opening a Covenant Church
 - a. AR-1c
3. Closing a Church (Foursquare or Fellowship)
 - a. AR-2
4. Beginning Appointments
 - a. MP-7: Senior Pastor Appointment
 - b. MP-9: Assisting Minister Appointment
 - c. FA-7: Credentialed Minister with Other Recognized Place of Service
5. Ending Appointments
 - a. MP-8: Report for Resigning Senior Pastor
 - b. MP-10: Report for Resigning Assisting Minister
 - c. FA-8: Credentialed Minister with Other Recognized Place of Service

5.5. CHURCH PROCESSING/APPOINTMENTS: Beginning Appointments (District Data Entry)

1. Beginning Appointments – Overview
 - a. There are two primary forms involved in beginning appointments.
 - i. MP-7
 1. Senior Pastors
 2. Area and Regional Pastors
 3. District Supervisors, FCI Director, Bible College Presidents
 - ii. MP-9
 1. Assisting Ministers
 2. All Other “Credentialed” appointments, i.e. an appointment that requires a license, including District and Central Office appointments.
 - b. There are three essential steps in beginning appointments.
 - i. Complete, authorize (sign) and approve the MP-7 or MP-9.
 1. MP-7
 - a. Authorized (signed) by the District Supervisor (or General Supervisor for District Supervisors, FCI Director, Bible College Presidents).
 - b. Approved by the Board.
 2. MP-9
 - a. Authorized (signed) by the Senior Pastor (or District Supervisor for District Appointees, some Church Appointees).
 - b. Approved by the Authorization.
 3. Both forms involve the following initial steps.
 - a. Confirm the completeness, accuracy and authorization of form.
 - i. For a Newly Licensed Minister (including Reactivations following Lapse), the Appointment Date (Effective Date) is the same as the Licensing Date, which is also the Board Date, unless there is an exception.
 - ii. For a Newly Appointed Minister who was previously licensed with Foursquare (i.e. a Reactivation), began the year without an appointment, and receives an appointment during the year, the Appointment Date (Effective Date) may not be earlier than the date that the annual minister fee is received as explained in “d” below.
 - b. Confirm eligible credential status of the appointee.
 - c. Confirm payment of annual license fees.
 - d. When someone begins the year as Inactive, they cannot be set to Credentialed until they pay the Annual Minister Fee, but cannot pay online since the District has set them to Inactive. The District authorizes payment as follows:
 - i. If their Annual Minister Fees have not been assigned,
 - a) Assign Annual Minister Fee.
 - b) The Hub will change Contact Record Type to Applicant.
 - c) This enables the Minister to make online payment.
 - ii. If their Annual Minister Fees have been assigned,
 - a) Request CSO to change Contact Record Type to Applicant.
 - b) This enables the Minister to make online payment.

- ii. Perform the data entry related to Appointment and Member Type.
 - 1. Appointment: Add an Appointment and enter the Effective Date as the Start Date.
 - 2. Member Type: If the minister was not previously “Credentialed”, add “Credentialed” with the same Start Date as the Appointment.
- iii. Post the MP-7 (Board Documents) or MP-9 (Non-board Documents) to ShareFile.
 - (Naming Convention: “MP-7 Lastname, Firstname Middlename #12345”)
 - (Naming Convention: “MP-9 Lastname, Firstname Middlename #12345”)
 - 1. For new licensee, does effective date match board date?
 - 2. Confirm signatures.

2. Qualifying Appointments

- a. A qualifying appointment is an appointment which is sufficient to support a license, even though it may not require a license.
- b. A non-qualifying appointment is an appointment which is not sufficient to support a license.
- c. A credentialed appointment is an appointment which requires a license. Most qualifying appointments are credentialed appointments, but some are not.
- d. Here is a table which indicates the primary qualifying and non-qualifying appointments currently in use. (Credentialed appointments are indicated by (Y)).

Qualifying Appointment Type/Function (Requires License, i.e. Credentialed/MP Appointment?)	Non-qualifying Appointment
Senior Pastor (Y)	Leader
Co-Pastor (Y)	
Assisting Minister (Y)	
Chaplain (Y)	Associate
FMI Associate (Y)	
Missions Personnel (N)	
District Supervisor (Y)	
District Personnel - Administration (N)	
District Personnel - Missions (Y)	

- e. Qualifying Appointments for Licensed Ministers require MP forms.

3. Senior Pastor Appointments
 - a. There are 3 types of Senior Pastor Appointments, as indicated on the MP-7.
 - i. New Church
 - ii. Pastoral Transition
 - iii. Interim
 - b. The type of Senior Pastor Appointment is indicated in the notes column of the FTR (Fast Track Report).
 - c. Corresponding Data Entry, following Board Approval
 - i. Navigate to Church Page, All Activities Tab, History Section.
 - ii. Create Activity Record as follows:
 1. Effective Date = Appointment Date
 2. Type = New Church / Pastoral Transition / Interim, per MP-7
 3. Notes = Lastname, Firstname (of Senior Pastor)
 - iii. This enables the Pastoral Transition Report, via Activity List – By Row – Organizations.
 - d. MP-7 for Interim Pastor that becomes Pastoral Transition (5/2/2017)
 - i. Pastoral Transition Appointment follows Interim Appointment for same minister.
 - ii. This requires a new MP-7, but does not require MP-8 to end Interim Appointment.
 - iii. End Date of Interim Appointment will be day before Pastoral Transition Appointment.
 - e. **Senior Pastor Vacancy (5/12/2020)**
 - i. **Per Bylaw 8.2.2.I, in the event of a Senior Pastor Vacancy, the District Supervisor serves as the Senior Pastor of a Foursquare Church.**
 - ii. **Bylaw declaration is sufficient.**
 1. **MP-7 and MP-8 are not necessary to authorize, begin or end this role.**
 2. **Data Entry into the databased is not necessary to document this role.**
4. Pastoral Transitions (MP-7 and AR-13)
 - a. A Pastoral Transition is when a new Senior Pastor is appointed to an existing church.
 - b. MP-7 (Senior Pastor Appointment) is used to appoint the Senior Pastor as described in Section 5.4.4.
 - c. AR-13 (Church Financial Status) is used to inform the Senior Pastor, prior to appointment, of the financial status of the church, including property ownership and its corresponding responsibilities, such as loan payments, insurance, etc. The AR-13 is also a means by which Senior Pastor acknowledges awareness of the current financial situation of the church and establishes a record of such.
 - i. The Church Council oversees completion of the form and signs the form, along with the Outgoing Senior Pastor (at the discretion of the District Supervisor), Incoming Senior Pastor and the District Supervisor.

- ii. The point of the AR-13 is to have on file what the church looked like at the time of the transition, it is not just about the knowledge of the status but a record of the situation upon transition.
 - iii. At the request of the District, the General Supervisor may waive the AR-13 on a case-by-case basis depending on the circumstances, and such a waiver is attached to and noted on the MP-7 by “AR-13 Waiver Attached”.
 - iv. As of 10/1/2014, NCO will not be approving AR-13 waivers for those who are familiar with the financial situation. Waivers will be reserved for extenuating circumstances such as when the information is not available because accounts were in the outgoing pastor’s name, the information is unknown due to a sticky situation, etc.
 - v. The AR-13 is not required for Interim Pastors, but is required if the Interim becomes Permanent.
 - d. The MP-7 and AR-13 are included in the documentation when the Senior Pastor Appointment is presented to the Board on the Fast Track Report (FTR).
 - i. Is AR-13 included?
 - ii. Is AR-13 signed by both Incoming Pastor and District Supervisor?
 - e. Signed copies of the MP-7 and AR-13 are filed in the Church File. A copy of the MP-7 is also filed in the Personnel File of the Senior Pastor.
5. Senior Pastors, Campus Pastors and Multi-site Churches
- a. Regarding the Appointment of Senior Pastor
 - i. Only one MP-7 is necessary.
 - ii. The MP-7 is used to appoint the Senior Pastor to the Parent Church.
 - iii. The Senior Pastor may also be appointed to (or removed from) the Missional Congregations as Senior Pastor without additional MP-7 (or MP-8) forms, but such appointments are not required.
 - b. Regarding the Appointment of Campus Pastor
 - i. Only one MP-9 is necessary.
 - ii. The MP-9 is used to appoint a Campus Pastor to the Parent Church and/or a Missional Congregation.
 - iii. The Appointment Type of Co-Pastor or Assisting Minister may be used along with an Appointment Function of Campus Pastor.

6. District Supervisor, Area and Regional Pastor Appointments
 - a. District Supervisor appointments are recommended by the General Supervisor, subject to board approval.
 - b. Area and Regional Pastor appointments are recommended by the District Supervisor, subject to board approval.
 - c. Use MP-7 (for beginning appointments) and MP-8 (for ending appointments), and simply write in “District” or “Area” or “Region” in place of “Church”.

7. Area and Regional Pastors
 - a. Districts may arrange their Areas into Regions and appoint Regional Pastors to provide leadership and care to the churches and ministers in those Regions.
 - b. To help reflect this structure:
 - i. Enter organization record into database for each Region, which becomes the supporting Organization for the Areas.
 - ii. Process the appointment of the Regional Pastor using an MP-7.
 - iii. Area and Regional Pastors are included in the District Council and Executive Council as defined in the bylaws.

8. Ministers in Transition (District Appointments)
 - a. Purpose: To better serve ministers who are transitioning out of a current appointment but do not have an immediate new appointment. Such situations may include, but are not limited to, bi-vocational transition causing a relocation, death or illness of a family member, extended sabbatical, seeking the Lord’s direction in a new season, transition of senior pastor (bylaw required resignation of pastoral staff in which the new senior pastor does not retain pastoral staff), etc.
 - b. Process:
 - i. Establish a new appointment type called “Minister in Transition.”
 1. District/Department Appointment for Existing Ministers in between Appointments
 2. District Appointment for New Ministers to be appointed to New Churches
 3. LPU Appointment for Graduates who have not yet received Ministry Appointments
 - ii. District supervisor appoints a “Minister in Transition” to the district using the MP-9 as appropriate, after considering a number of factors:
 1. Involvement of the minister in a local Foursquare church
 2. Intent of the minister to seek a new appointment.
 3. Active pursuit of a new appointment by the minister.
 - iii. The appointment of “Minister in Transition” is limited to 1 year, plus or minus months based on the credential renewal cycle.
 - iv. Minister in Transition Appointments may be approved (typically by email) for 1-year extensions by the General Supervisor and are processed as follows:
 1. Put an End Date on the initial appointment, which is one day less than 1 year.
 2. Add a new MIT appointment with a Begin Date exactly 1 year after the initial appointment.

3. Include a Note in the new appointment: “General Supervisor approved additional MIT appointment of 1 year”
 - c. Progress:
 - i. That NCO reviews the “Minister in Transition” appointments (i.e. the number and longevity) in a couple of years, to evaluate the effectiveness of this approach.
9. Chaplain Appointments and District Communication
 - a. Some Chaplains also have local church appointments and so are included in District Communication.
 - b. Those Chaplains who do not have local church appointments (except for Active Duty Military Chaplains) will be given the “Chaplain Geographical District” non-qualifying appointment to include them in District Communication.
 - c. Please notice the following about the Disaster Relief Chaplain appointment.
 - i. To receive (and retain) a Disaster Relief Chaplain appointment, a person must already hold a qualifying appointment, so in that sense a Disaster Relief Chaplain appointment does require a license. (This business rule was developed so as to make MP-9 and MP-10 forms unnecessary for these appointments which change frequently.)
 - ii. If all qualifying appointments for such a minister are ended, then the Disaster Relief Chaplain appointment is ended and a Disaster Relief **Associate** appointment is assigned.
 - iii. If minister receives a new qualifying appointment, then the Disaster Relief **Associate** appointment is ended, and a new Disaster Relief Chaplain appointment is assigned.
10. Foursquare Association Only Recognitions
 - a. Foursquare Appointments are to Foursquare Organizations.
 - b. Foursquare Association Only Recognitions are to Other Recognized Places of Service.
 - c. A Foursquare Licensed Minister may not have dual appointments to both a Foursquare Organization and a Foursquare Association Only Recognition.
 - d. We typically use the same standard appointment types for both Credentialed Foursquare Appointments and Credentialed Foursquare Association Only Recognitions, and these are what we call “Qualifying” appointments meaning that a person with this appointment qualifies to hold a license.
 - e. However, occasionally a minister with a Credentialed Foursquare Association Only Recognition does not have a ministry appointment that corresponds to one of those standard “Qualifying” appointments. In such situations we will use the appointment type of “Association Minister”, which will also be a “Qualifying” appointment.
11. Foursquare Association Only FA-7 Recognitions
 - a. In the Foursquare Association, Recognition of a Foursquare Licensed Minister with an Other Recognized Place of Service requires Board Approval via the FA-7, according to the following Stacking Order. (For Foursquare Licensed Ministers

with a Foursquare Appointment in good standing (within the previous 12 months), the Supporting Documents may be waived by the District Supervisor.)

- i. FA-7
 - ii. Documentation of payment of Foursquare Association Annual Fee of \$75
 - iii. Supporting Documents
 1. FA-1, Foursquare Association Application
 2. Overview of desire to join the Foursquare Association
 3. Resume
 4. References
 - b. Following such Board Approval, here are the steps.
 - i. Assign Individual Member Type of “Credentialed” (if necessary), using the board date as the effective date.
 - ii. Assign appointment specified on the FA-7, using board date as the effective date.
 - iii. If there was a prior appointment as a Community Member, end the prior appointment using the day prior to the board date as the effective date.
12. Co-Pastor, Evangelist and Missionary Appointments
 - a. These appointments involve sharing the responsibilities of Senior Pastors (Co-Pastor) or ministering outside the Local Church (Evangelist, Missionary).
 - b. NCO has confirmed that these appointments require U.S. License or Ordination, and is encouraging the districts to initiate the process for such ministers that hold Staff Minister license to upgrade to U.S. License.
13. MP-9 Process
 - a. An MP-9 is used to communicate assignment, timing and authorization for appointment of an Assisting Minister to a Local Church (signed by Senior Pastor) or District (signed by District Supervisor).
 - b. A new MP-9 (or FA-7) is not necessary for an individual to receive a different or additional assisting minister appointment to the same church. Such changes as Youth Pastor to Assisting Minister, or Children’s Minister to Worship Pastor can be documented via email, indicating the approval of the Senior Pastor (or District Supervisor), and recorded (begin dates and end dates) in the database and scanned into ShareFile/FileHold accordingly.
 - c. District Council members are largely defined by the bylaws (8.2.4) and such appointments do not require an MP-9.
14. FMCR Approval and FMCR Entry Appointments
 - a. There are three requirements for enabling someone to do the data entry related to the FMCR (Foursquare Monthly Church Report).
 - i. FMCR Approval or FMCR Entry Appointment Function
 - ii. ERA (Executive Reports Access) Security Setting
 - iii. Organization Administrator Assignment
 - b. The Senior Pastor does not need the FMCR Approval Appointment Function.

15. Backdating Appointments
- a. There are a number of practices related to backdating appointments as explained in the following paragraphs.
 - b. One guiding principle through all of the following is that we want our database to contain the most accurate information possible as to the ministry activity of our minister.
 - c. A longstanding protocol is that someone who is “Inactive” must receive a new appointment and pay the corresponding Annual Minister Fee prior to becoming “Credentialed”, and that the Appointment Date must not precede the Payment Date. We have not implemented a rigorous verification process to enforce this protocol, but it is codified here and we do apply it on a case-by-case basis to transactions that we process.
 - d. There are multiple scenarios for which we have protocol, which have been pieced together over many years, bridging our non-database days to our current database days, which are described below in the following paragraphs as Protocol A, Protocol B, Protocol C and Protocol D.
 - e. Protocol A: “Credentialed” Ministers
 - i. Minister has continuous Member Type of “Credentialed” from the date of appointment to the present.
 - ii. Our longstanding protocol is to set the Appointment Date as indicated on the MP-7 (Senior Pastor) or MP-9 (Assisting Minister) Appointment Form.
 1. A common example of this is that the Pastoral Transitions (MP-7 Appointment Forms) approved by the Board on a weekly basis include a wide range of Effective Dates.
 2. One consequence of this is that a report of 2017 Senior Pastor appointments run on January 1, 2018 may differ from a report of 2017 Senior Pastor Appointments run on February 1, 2018.
 - f. Protocol B: “Inactive” Ministers who have paid the Annual Minister Fee for the current year.
 - i. Minister did pay for the current year, appointment was ended, and Member Type was set to Inactive.
 - ii. Minister is seeking reactivation through a new appointment.
 - iii. The Effective Date of the Appointment may begin the day after the prior appointment ended, leaving in place a continuous record of appointment and credential.
 - g. Protocol C: “Inactive” Ministers who have not paid the Annual Minister Fee for the current year, but have paid for the prior year, so the issue does revolve around License Renewal.
 - i. Minister did not pay for the current year, appointment was ended, and Member Type was set to “Inactive”.
 - ii. Upon payment by the Minister for the current year, as an exception to paragraph “c”, the end date may be removed from the appointment, resulting in removal of the corresponding MP-8, MP-10 from ShareFile and deletion of the “Inactive” record, leaving in place a continuous record of appointment and credential.

- h. Protocol D: “Inactive” Ministers who have not paid the Annual Minister Fee for the current year or the previous year, so the issue does not revolve around License Renewal.
 - i. Minister did not pay for the prior year, appointment was ended, and Member Type was set to Inactive.
 - ii. Minister is seeking reactivation through proper appointment and license annual fee payment.
 - iii. The Effective Date of the Appointment may not precede the payment date, but may follow the payment date.
- i. Protocol E: To be determined

16. **Closed Access Missionaries (8/23/2016, pending confirmation by FMI)**
 - a. **In the interest of security for our Missionaries in Closed Access Countries we are developing a methodology for tracking them using an singular Organization and a singular Appointment to that Organization.**
 - b. **Here is the standard protocol.**
 - i. **Maintain an Individual Contact Record in The Hub for each Closed Access Missionary, which includes:**
 1. **Contact Information**
 2. **Personal Information**
 3. **Credential History**
 4. **Appointment History**
 5. **Payment History**
 6. **Payment Processing**
 7. **Service Awards**
 8. **Event Registration**
 9. **Event Activities**
 - ii. **Follow an Alias Protocol whereby each Closed Access Missionary has a first name, middle name and last name that corresponds to their ID number in The Hub.**
 - iii. **Establish an Organizational Contact Record in The Hub, separate from the District-Area-Church structure, and so excluded from the Church Locator, with a Primary Organization of FMI.**
 - iv. **Establish one and only one appointment (typically Assisting Minister – Missionary) in The Hub for each Closed Access Missionary, i.e. to the Organization referred to in the previous paragraph, and prohibit additional appointments, in order to limit access to the information to a select few.**
 - c. **FMI will complete the MP-9's to appoint individuals accordingly.**
 - i. **FMI will do the data entry in The Hub.**
 1. **Our business rule is that appointees to this Organization will have this appointment only and no other appointments.**
 2. **Prior to doing the data entry to appointment someone to this Organization, FMI will confirm that the individual has no other appointments.**
 3. **If there is another appointment, FMI will contact the local church (or other entity) to request processing of the necessary MP-10 to end the appointment.**
 4. **Following confirmation that the individual has no other appointments, FMI will enter the appointment to this OrganizationE.**
 - ii. **FMI will upload the MP-9's to ShareFile, and alert the Corporate Secretary's Office for record-keeping purposes.**
 - d. **Other**

5.6. CHURCH PROCESSING/APPOINTMENTS: Ending Appointments (District Data Entry)

1. Ending Appointments - Overview
 - a. There are two primary forms involved in ending appointments.
 - i. MP-8
 1. Senior Pastors
 2. Area Pastors
 3. District Supervisors, FCI Director, Bible College Presidents
 - ii. MP-10
 1. Assisting Ministers
 2. All Other “Qualifying” appointments for Licensed Ministers, i.e. an appointment that is sufficient to support a license, including District and Central Office appointments.
 - b. There are three essential steps in ending appointments.
 - i. Complete, authorize (sign) and approve the MP-8 or MP-10.
 1. MP-8
 - a. Authorized (signed) by the District Supervisor (or General Supervisor for District Supervisors, FCI Director, Bible College Presidents).
 - b. Approved by the Board.
 2. MP-10
 - a. Authorized (signed) by the Senior Pastor (or District Supervisor for District Appointees, Church Appointees after 3 months license renewal delinquency).
 - b. Approved by the Authorization.
 3. Both forms have a set of questions that are important to answer so we have a written record regarding the departure of each minister, particularly in situations where there are difficulties. In the General Supervisor’s words, “We must be sure there is documentation.” “We must not lose the story.”
 - a. Reason for leaving
 - b. Do you have any concerns that do not warrant an official inquiry, suspension or revocation that should be reviewed before the minister receives another appointment, and that you would recommend that the District Supervisor consider adding to their ministerial record? If yes, please explain here and the District Supervisor will consider entering a reference to this MP-10 form in the Notes Section of The Hub and notifying the minister that this concern is attached to their record.
 - c. Is the minister accepting another appointment?
 - d. Other comments for the Personnel File.
 - ii. Perform the data entry by placing an end date on the appointment. If minister no longer has a “Qualifying” appointment, then follow steps in GTS 5.6.2.
 - iii. Post the MP-8 (Board Documents) or MP-10 (Non-board Documents) to ShareFile, including “Inactive Letter”, if applicable. Some of the information on the MP-8 or MP-10 may be confidential, so it is important that the security of ShareFile/FileHold be maintained.
(Naming Convention: “MP-8 Lastname, Firstname Middlename #12345”)
(Naming Convention: “MP-10 Lastname, Firstname Middlename #12345”)

2. Ending Appointments for Ministers who no longer have Qualifying Appointments
 - a. If the minister no longer has a Qualifying Appointment, then consider the following.
 - i. Does the MP form indicate that the minister will be receiving a new appointment? If so, it is permissible to wait up to 30 days for receipt of a new appointment form before taking further action as described in par. b.
 - ii. Is a Minister in Transition appointment in order? If so, then process the corresponding MP-9 Appointment Form.
 - b. If the minister no longer has a Qualifying Appointment after consideration of the options contained in paragraph a, then:
 - i. Add a new Member Type of “Inactive” in the database, with an Effective Date corresponding to the day after the appointment ended.
 - ii. Prepare and send an “Inactive Letter” (GTS 5.15.1) to the minister.
 1. Sent over the signature of the District Supervisor.
 2. Communicates the consequences of no appointment and offers guidance about how to seek new appointment.
 3. CC’d to Senior Pastor, if applicable.
 - c. Retired Ministers
 - i. The District Office may receive a communication from a Retired Minister requesting that their license become Inactive and that they understand that this would terminate their Basic Life Insurance Benefit. If the communication is in writing, the District may proceed accordingly. If the communication is oral, the District documents this communication in writing (possibly including a transcription of any voice mail received) as follows.
 - ii. The District sends a “return receipt requested” letter to the minister, indicating that inactivating their license terminates their Basic Life Insurance Benefit, and that if they do not respond within 30 days, their license will become Inactive, per the following template.
 1. Greetings in the name of our Lord Jesus Christ!
 2. It was a pleasure speaking with you on MM/DD/YYYY, during which time we discussed the consequences of your license becoming Inactive, based on your choice not to renew your license for YYYY, with the understanding that this will also terminate the corresponding Basic Life Insurance Benefit.
 3. I am writing today to document and confirm that understanding and to let you know that you have an opportunity with the next 30 days to respond otherwise. If we do not hear from you by MM/DD/YYYY, your license will be set to Inactive, effective January 1, YYYY and your corresponding Basic Life Insurance Benefit will end, effective December 31, YYYY.
 4. Your contributions to our Foursquare family and the communities in which you have served are of eternal consequence. We have treasured our time together in ministry and will continue to partner with you in the Kingdom of God, reaching the harvest with the gospel and making disciples.

3. Ending Final Appointments and Database Access
 - a. When an individual's final appointment ends, access is limited to the individual's record and general information for the churches and ministers in the database.
 - b. In the case of those whose license has been Suspended, Seceded or Revoked, enter a Login Expiration Date corresponding to the date of Suspension, Secession or Revocation.
 - c. In the interest of security and good housekeeping, on a quarterly basis the IT Department automatically enters a Login Expiration Date for those who have been without an appointment for three (3) months.

4. Departing Senior Pastors and Church Bank Account Signatures (Intervention Situations)
 - a. In most cases where there is a transition of Senior Pastor, the local church is able to work with the bank in a timely and orderly manner to make the necessary changes to signature authority on the church bank accounts.
 - b. Occasionally, there are situations involving financial (or other) mismanagement which requires immediate termination of the signature authority of the Senior Pastor on the church bank accounts.
 - i. The District takes steps to end the Senior Pastor appointment. The situation requires immediate termination of the signature authority of the Senior Pastor on the church bank accounts.
 - ii. The District requests a letter from the Corporate Secretary which indicates:
 1. The Senior Pastor is no longer authorized to conduct business on behalf of the church.
 2. If necessary, the District Supervisor (or Area Pastor or other representative of the District Supervisor) is now authorized to conduct business on behalf of the church.
 - iii. The Corporate Secretary addresses and mails the letter to the District Supervisor (with digital copy to the District).

5. Ending Appointments in the Prior Year
 - a. In January of each year, every effort will be made to complete data entry of appointments that begin or end in the prior calendar year. After January 31, if a District Supervisor requests that an appointment end in the prior calendar year:
 - i. If the minister has not already paid renewal fees for the current year, the appointment will be ended as requested.
 - ii. If the minister has already paid renewal fees for the current year, the District will be contacted to determine whether to refund the renewal fees, and if so, the appointment will be ended in the prior year.
 - b. Please do not use January 1 as an appointment ending date unless the intent is for the minister to have an appointment in that year.

6. Letters of Good Standing
 - a. Occasionally a licensed Foursquare Minister requests a letter of good standing.
 - b. The Corporate Secretary will process such requests related to U.S. License or Ordination and will check the database record and Personnel file for the necessary information, and prepare a letter as described in paragraph “c”.
 - c. Sample text of letter: “[Name] received [License Status] with the International Church of the Foursquare Gospel on [date] and is a licensed minister in good standing. [Name] was continuously appointed from [dates] serving as [Appointment Type]. [Name’s] annual license fees are current and he/she has no outstanding loans or monies due to The Foursquare Church.”

5.7. CHURCH PROCESSING/APPOINTMENTS: Enrollment, Access and Reports

1. Database Enrollment and Access for Church, Area and District Appointments
 - a. Enrollment simply involves setting up a username and a password.
 - i. The District does enrollments into the database.
 - ii. See Handbook for the Operation of Foursquare Churches Section 16.5 for particulars.
 - b. Access has to do with the Permissions assigned to specific appointments. Here is a table with standards for the most common Church, Area and District appointments, subject to change as requested by the Senior Pastor or District Supervisor.

Appointment	General Permission	Management Permission	Administration Permission
Church			
Senior Pastor	Read/Write	Read/Write	Yes
Co-Pastor	Read/Write	Read/Write	No
Church Administrator	Read/Write	Read/Write	No
Assisting Minister	Read Only	None	No
Youth Pastor	Read Only	None	No
Evangelist	Read Only	None	No
FMCR Entry	Read/Write	Read/Write	No
FMCR Approval	Read/Write	Read/Write	No
Area			
Area Pastor	Read Only	Read Only	No
MCR Approval	Read/Write	None	No
District			
District Supervisor	Read/Write	Read/Write	Yes
District Administrator	Read/Write	Read/Write	Yes
District Missional Coordinator	Read/Write	Read/Write	No
District Personnel	Read/Write	Read/Write	No
MCR Approval	Read/Write	None	No
Report Generation	Read Only	Read Only	No

2. Database Reports – Comparisons and Contrasts
 - a. There are multiple options when printing most database reports.
 - i. Operation Status
 - ii. Organization Member Type
 - iii. Date Range
 - b. Here are some distinctives among the reports.

	FCSR Foursquare Church Stewardship Report	CMAR Church Monthly Activity Report	OHR Organizational Health Report
When “Open” churches are requested, what churches are included?	Open Churches as of the date the report is requested, as long as the church was open during the date range requested. Consequently, churches that have been closed since the date range requested will not be included.	Operation Status is not a parameter, and is ignored for the purpose of this report. Report includes only churches having a report available during the date range requested. Consequently, an Open Church without any monthly reports for the date range requested will not be included, whereas a Closed Church with any monthly reports for the date range requested will be included.	Operation Status is not a parameter. Report includes all churches open during any portion of the date range requested.
What FMCR’s are included?	Only FMCR’s from months when both Activity and Financial reports have been submitted and approved.	All FMCR’s, including those still “In Progress”, and including partial reports (e.g. months where only one of the two parts have been entered).	Approved FMCR’s, thus excluding those still “In Progress”, and including partial reports (e.g. months where only the Activity report has been entered).
Additional Comments	The FCSR tends to be the most restrictive in terms of the number of churches because it does not include Closed Churches.	The CMAR tends to be the most inclusive in terms of the number of churches because it usually includes Closed Churches.	The OHR is designed to provide an accurate number of the churches that were open as of the date range requested.

5.8. CHURCH PROCESSING/APPOINTMENTS: Opening a Church

1. There are three categories of “Open” that count as New Churches.
 - a. Church Plant – This is currently the most common, as detailed in Section 5.8.3.
 - i. Forms Involved
 1. AR-1a
 2. SS-4 (**Please complete only the Pastor’s Signature and Date.**)
 3. AR-20
 4. MP-7
 5. AR-8 (if the church is to begin as a Charter Church)
 - ii. Please note that in some cases the “Open” of a Church Plant is followed by the transfer of the property of a “Temp Closed” Church to the Church Plant as described in Section 5.9.10.b. In this situation, although the Church Plant receives the property of the “Temp Closed” Church, the Church Plant is a distinct entity from the “Temp Closed” Church, with an entirely new leadership team, receives a new Church Code # and EIN. Please also note that this is different from a “Reopen” as described in paragraph “c”.
 - b. Covenant Church – This is detailed in Section 5.8.4.
 - i. Forms Involved
 1. AR-1c
 2. MP-7
 - ii. Please note that the AR-1c applies both to Incoming Covenant Churches seeking to join Foursquare as a Covenant Church and Plant Covenant Churches seeking to begin in Foursquare as a Covenant Church. Charter Churches seeking to become a Covenant Church use the AR-8c.
 - c. Reopen – This is when a “Temp Closed” Church becomes “Open” again, keeps the same Church Code # and EIN.
 - i. AR-1a
 - ii. MP-7
2. There is one category of “Open” that does not count as a New Church.
 - a. Fellowshiping Church becomes a Foursquare Church.
 - i. AR-1a (or AR-1c)
 - ii. SS-4
 - iii. AR-20
 - b. It does not count as a New Church because it was already counted as a New Church when it became Fellowshiping.

3. AR-1a Process – Church Registration Form for New District/Charter Churches
 - a. District adds an organization contact record to the database (if not previously done), and sets the following values:
 - i. Organization Name
 1. City, State (without “Foursquare Church” in the name)
 2. Includes “Simple Church Network” for that model
 3. May not be same as another Foursquare Church, even if closed
 - ii. Activity Records (All Activities Tab)
 1. Member Type: “Pipeline Plant”, with effective date
 2. Organization Status: “Foursquare-Registered”, with effective date
 3. Organization Type: “Church”
 - iii. Operating Model (About Tab)
 1. Standard (default value)
 2. Simple Church Network
 - iv. Primary Organization: After completing the previous steps, navigate to the Area Page, Organization Contacts Tab and select Add Contact.
 - b. Church and/or District complete AR-1a, making sure all questions are answered or “n/a”.
 - i. Effective Date: Use Board Date.
 - ii. Operating Model
 - iii. Organization Member Type
 - iv. Church Origin Section: Check one.
 1. If it was a Pipeline Plant, indicate “Pipeline Plant” on “Other” line.
 - v. Other Section: Check all that apply.
 1. If its Primary Organization was a District Church, indicate “<name of district> District Church” on “Other” line.
 - vi. Legal Name: Include 2-letter State Code.
 - vii. Address Section: Fill in all addresses, using “n/a” or “same” as appropriate.
 - viii. Church Property Section: If a box is checked, attach the necessary forms.
 - ix. Church Insurance Section
 1. Check one box.
 2. If it is “Yes”, then be sure to provide the additional information.
 - c. District Supervisor approves AR-1a.
 - d. District posts AR-1a to ShareFile Folder for presentation to the board.
 - e. Corporate Secretary’s Office reviews AR-1a, compares it with the information in database and works with District to complete or correct any missing or incorrect information.
 - f. Following approval by the board, the Corporate Secretary’s Office enters into database:
 - i. Member Type: “District Church” or “Charter”, using board date
 - ii. Organization Status: “Open”, using board date
 - iii. Legal Name: “Foursquare Church” or “Foursquare”
 - iv. Activity Record for Church Plant, Adoption or Reopen.
 1. Enter the Board Date as the Start Date.
 2. If there is a Parent Church for a Church Plant, enter the following into the Notes field: “12345 – Legal Name”.

4. AR-1c Process – Church Registration Form for Covenant Incoming/Plant Churches
 - a. District adds an organization contact record to the database (if not previously done), and sets the following values:
 - i. Organization Name
 1. Current Name used by the Incoming Church
 2. Other dynamics may apply.
 - ii. Activity Records (All Activities Tab)
 1. Member Type: “Covenant Incoming/Plant”, with effective date
 2. Organization Status: “Foursquare-Registered”, with effective date
 3. Organization Type: “Church”
 - iii. Operating Model (About Tab)
 1. Standard (default value)
 2. Simple Church Network
 - iv. Primary Organization: After completing the previous steps, navigate to the Area Page, Organization Contacts Tab and select Add Contact.
 - b. Church and/or District complete AR-1c, all questions are answered or “n/a”.
 - i. Please provide the requested information.
 - ii. Please attach the requested documents
 - c. District Supervisor approves AR-1c.
 - d. Following the instructions and trainings provided on the District Toolkit, District assembles AR-1c PDF Package per the Stacking Order in the next paragraph, and presents it to the Insurance Department and Legal Department for review and approval to proceed. (1/15/2017)
 - e. District posts AR-1c PDF Package to ShareFile Folder for presentation to the board, with the following Supporting Documentation and Stacking Order.
 - i. AR-1c – Does name of Senior Pastor match corresponding MP-7?
 - ii. Covenant Agreement – Does name of Senior Pastor match corresponding MP-7?
 - iii. Articles of Incorporation
 - iv. Bylaws
 - v. Copies of all Insurance Policies (liability, property, workers comp, etc.) for the current year
 - vi. 2-year financial history (N/A if Covenant Plant)
 - vii. List of officers by position (president, corporate secretary, treasurer, etc.)
 - viii. List of board members (ensure compliance with ICFG bylaw 16.1.A)
 - ix. Copy of a state document showing state identification number
 - x. Copy of IRS letter with Employment Identification Number
 - xi. Certificate of good standing from State of Incorporation, dated within six months of ICFG board resolution (not necessary if corporation filed within said six months)
 - xii. Copy of IRS 501(c)(3) Determination Letter or Request to join ICFG Group Exemption
 - xiii. Insurance email communicating review and approval to proceed
 - xiv. Legal Department email communicating review and approval to proceed
 - f. Corporate Secretary’s Office reviews AR-1c, compares it with database and works with District to complete/correct any missing or incorrect information.
 - g. Following approval by the board, the Corporate Secretary’s Office enters:
 - i. Member Type: “Covenant”, using board date
 - ii. Organization Status: “Open”, using board date
 - iii. Activity Record for Covenant Incoming or Covenant Plant, using board date

5. **AR-1d Process – Community Church Registration Instructions (7/28/2020)**
 - a. **Create a Contact Record in The Hub, if one does not already exist.**
 - b. **Prepare and post the AR-1d Community Church Application in ShareFile.**
 - c. **Regarding the Senior Pastor of the Community Church,**
 - i. **If the Senior Pastor is not a Foursquare Licensed Minister, prepare and post the FA-1 Community Minister Application to ShareFile.**
 - ii. **IF the Senior Pastor is a Foursquare Minister, prepare and post the FA-7 Appointment Recognition to Community Church to ShareFile.**
 - d. **Following approval by the Board, prepare and send Community Church Welcome Letter.**

6. Charter to Covenant Pre-Approval and Final Approval Process
 - a. In June, 2019, Charter to Covenant Transitions became Executive Track.
 - b. In November, 2019, the Board established a 2-stage process for board approval of Charter Church to Covenant Church Transitions.
 - i. Pre-Approval
 - ii. Final Approval
 - c. Pre-Approval Process
 - i. Required for Charter to Covenant Transitions initiated after November, 2019.
 - ii. Story Page for Final Approval distinguishes between those with Pre-Approval and those without Pre-Approval.
 - iii. Here are the steps to prepare the Pre-Approval Transaction for presentation to the Board.
 1. District initializes the ET Story Page with the names of the Church, Senior Pastor, District, District Supervisor and with whatever additional historical information may apply.
 2. District pulls Asset Transfer Report from The Hub, presents Story Page and Asset Transfer Report to Properties Department and requests Properties, Loans and Savings Audit.
 3. Properties Department completes requested Audit, and adds corresponding information to the Story Page, including Comments from Properties (Andrew Nakamura) and Financial Services (Ron Thigpenn).
 4. District adds comments from District Supervisor to Story Page and presents Story Page to NCO (Brad Abare) to request Comments from NCO for the Story Page and to request General Supervisor approval to present to the Board.
 5. District assembles and posts the transaction to ShareFile according to following stacking order.
 - a. Story Page
 - b. Asset Transfer Report
 - c. General Supervisor Email Approval to present to the Board
 - d. Final Approval Process
 - i. The term “Final Approval” was introduced along with the term “Pre-Approval”, and the Story Pages were updated accordingly.
 1. If there was not a Pre-Approval, then prepare the Story Page as described for Pre-Approval.

2. If there was a Pre-Approval, then initialize the Story Page with information from the Pre-Approval Story Page and update it with possible additional information gathered since Pre-Approval, **and present it to the Properties Department for additional review and possible revision, to address any outstanding issues or matters of timing. (9/29/2020)**
 - ii. District assembles and posts the transaction to ShareFile according to the stacking order list in GTS 5.8.7.d., with the addition of the following:
 1. ET Story Page
 2. General Supervisor Email Approval to present to the Board
- e. In March, 2020, the board established a Reversionary Clause requirement for Charter to Covenant Transitions.

7. Charter to Covenant Transition and Reversionary Clauses (7/15/2020)

- a. In June 2020, the Board approved a Reversionary Clause Policy, based on any of the following. (These are included in Charter to Covenant Transition Pre-Approval and Final Approval Story Page Templates, for reference.)
 - i. Property given to the church by the district, central office or other Foursquare church.
 - ii. ICFG Board has forgiven debt of \$75,000 or more, in the aggregate.
 - iii. In the last 20 years, the district, central office or other Foursquare church has provided gifts/grants for property-related purposes that total \$75,000 or more.
 - iv. Church has owned property titled in the name of ICFG for more than 30 years.
 - v. The current senior pastor is not the founding pastor, and has been appointed as the senior pastor for less than 10 years.
 - vi. There are other circumstances that should be considered, as described here: <circumstances>.
- b. The time period for a Reversionary Clause is 25 years. The Legal Department is working on the language.
- c. If a Reversionary Clause is included in the deed of transfer to a Covenant Church, then, for 25 years:
 - i. If the Covenant Church leaves Foursquare, then the property would revert (return) to ICFG.
 - ii. ICFG will be involved if there is a sale, refinance, etc.
- d. Other

8. AR-8c Process – Covenant Church Transition for Charter Churches (Executive Track)
 - a. Church and/or District complete AR-8c, making sure all questions are answered or “n/a”.
 - i. Please provide the requested information.
 - ii. Please attach the requested documents
 - b. District Supervisor approves AR-8c.
 - c. Following the instructions and trainings provided on the District Toolkit, District assembles AR-8c PDF Package per the Stacking Order in the next paragraph, and presents it to the Insurance Department and Legal Department for review and approval to proceed.
 - d. District posts AR-8c PDF Package to ShareFile Folder for presentation to the board, with the following Supporting Documentation and Stacking Order.
 - i. ET Story Page
 - ii. AR-8c
 - iii. Covenant Agreement
 - iv. Articles of Incorporation
 - v. Bylaws
 - vi. Copies of all Insurance Policies (liability, property, workers comp, etc.) for the current year
 - vii. List of officers by position (president, corporate secretary, treasurer, etc.)
 - viii. List of board members (ensure compliance with ICFG bylaw 16.1.A)
 - ix. Copy of a state document showing state identification number
 - x. Copy of IRS letter with Employment Identification Number
 - xi. If corporation was filed more than six months ago, provide a current certificate of good standing.
 - xii. Asset Transfer Report
 - xiii. Intent to continue ICFG Group Exemption or Copy of IRS 501(c)(3) Determination Letter
 - xiv. Insurance email communicating review and approval to proceed
 - xv. Legal Department email communicating review and approval to proceed
 - xvi. General Supervisor Email Approval to present on Executive Track to Board
 - e. Corporate Secretary’s Office reviews AR-8c, compares it with database and works with District to complete or correct any missing or incorrect information.
 - i. Church keeps the same Church Code # in the database.
 - ii. Church keeps Organization Status of “Open” in the database. There is no AR-2, SS-4, AR-20 or MP-7.
 - f. Following approval by the board, the Corporate Secretary’s Office enters:
 - i. Member Type: “Covenant”, using Effective Date on the AR-8c.
 - ii. Activity Record for Charter to Covenant Transition, using Effective Date.
 - iii. Activity Record for Former Legal Name, preserving historical information.
 - iv. Activity Record for Former EIN, preserving historical information.
 - v. End Dates on Slogan Names, using Effective Date.
 - vi. New EIN.
 - vii. New Group Exemption Number, if applicable.

9. Operating Model
 - a. Every Foursquare Church has an Operating Model Status in the database.
 - i. Standard
 - ii. Simple Church Network
 - b. The Operating Model Status of a church determines which format of the monthly report is used by the church.
 - i. Standard – FMCR (Foursquare Monthly Church Report)
 - ii. Simple Church Network – SCNMR (Simple Church Network Monthly Report)
 1. The Simple Church Network reports the number (not the names) of its Simple Churches on its monthly report, but each individual Simple Church does not have a record in the database.
 2. The Simple Church Network will collect information from its Simple Churches and report it all together on one report.
 3. Although the SCN monthly report does not include all the information of the regular report, it does include the information necessary to roll up into various cumulative reports (CMAR, FCCR, Organization Health, etc.), and also includes some additional information designed specifically for the Simple Church Networks.
 - c. The Operating Model Status may be changed as described in the following paragraph. The database will present and process the monthly reports according to the current Operating Model status, not according to the status when the report was first entered.
 - d. Simple Church Network Migration
 - i. Senior Pastor discusses the matter with the District Supervisor.
 - ii. If the District Supervisor agrees, the District Supervisor gives permission for the migration, which also requires:
 1. Approval of the Church Council.
 2. Approval of 2/3 Majority of Church Membership.
 3. Completion of a Legal Name Change (AR-10) to include “Simple Church Network”.
 - iii. Following approval,
 1. District adds a “Simple Church Network” Operating Model record, leaving the “Standard” Operating Model record in place for historical purposes.
 2. District notifies Insurance Department of the change.
 3. District provides training to church regarding Simple Church Network Monthly Report.
10. Foursquare-Registered Congregations and Organization Member Types
 - a. “Foursquare-Registered” is an Operation Status.
 - b. We are now implementing the following Organization Member Types for Foursquare-Registered Congregations, to help facilitate communication and tracking.
 - i. Missional Congregation (now available through the Church Locator)

1. Ethnic
 2. Multi-site Campus
 3. Chaplain Congregation
 - ii. Pipeline Plant (not available through the Church Locator, because not public yet)
 - c. Each Foursquare-Registered Congregation will be identified with its EIN-Registered Church, i.e. either its Parent Church or District Pipeline as its Primary Organization.
 - d. Each Foursquare-Registered Congregation will have a primary location address defined in the database, which will default to the primary location address of its EIN-Registered Church in the absence of another address. This address will be especially important for Multi-site Campuses so that the proper addresses display in the Church Locator.
 - e. Organization Name / Legal Name and Foursquare-Registered Congregations
 - i. Typically, the Organization Name for a Foursquare-Registered Congregation has indicated the City and State.
 - ii. NCO is considering ideas and possible definition of protocol.
11. District Pipeline
- a. Each District may establish a “District Pipeline” with its own EIN.
 - b. The District Pipeline will be the Primary Organization for one or more Pipeline Plants, which would each be of Type “Church” and “Foursquare-Registered”, enabling any or all of the following for each Pipeline Plant.
 - iv. FMCR
 - v. CMAR
 - vi. FCSR
 - vii. Contributions Report
 - viii. Appointments
 - c. Over time, there may be multiple Pipeline Plants (either consecutively and/or concurrently) supported by the District Pipeline **and they will all be covered by the insurance of the District Pipeline** and they will all share the same EIN until they are ready to be board registered and receive their own EIN.
 - d. If there are multiple Pipeline Plants supported by the District Pipeline, they may share one checking account or each have their own checking account, possibly in different combinations, at the discretion of the District, all using this same EIN.
 - e. The District Pipeline will be registered with the Board using the AR-1a (but not an MP-7) **and SS-4**, as follows:
 - i. Indicate “District Pipeline” in the Church Origin field.
 - ii. Indicate “Department” in the Member Type field.**
 - iii. Specify “<name> District Pipeline” as the Legal Name, e.g. “Northeast Atlantic District Pipeline”, “Southwest District Pipeline”, etc.
 - iv. Include the Location and Mailing Addresses of the District Office.
 - v. Include the name of the District Supervisor in the Pastor field.
 - f. District Pipeline Data Entry
 - i. Member Type = “Foursquare”.
 - ii. Organization Status = “Open”.
 - iii. Organization Type = “Department”.

5.9. CHURCH PROCESSING/APPOINTMENTS: Church Plants

1. Church Plants typically go through at least 3 phases of growth.
 - a. Spiritual entity. The Lord has birthed a vision in the heart of the planter, who begins sharing this vision, and forming a team that identifies with and believes in the vision. Practical aspects/implications: This is the point at which the District Supervisor is authorized to enroll the church in the database as a Foursquare-Registered church, appoint a Church Planter and Assisting Ministers to the church. During this time, the church plant:
 - i. Is considered a ministry of its parent church or the district.
 - ii. Is covered by the corresponding insurance.
 - iii. May manage and/or have access to a checking account opened using the corresponding EIN for the purpose of depositing tithes and offerings and paying bills, as determined by the District Supervisor and as described in more detail in Section 3.
 - b. Legal entity. The Church has developed to a point where it is necessary to be able to open its own checking account, receive tithes and offerings, provide license for the planter and ICFG insurance for the church. District Supervisor is now fully convinced that this church will progress to Public Entity. It is only a matter of time. The Church Plant is now functioning as a Church with respect to its team, but is not yet ready to present/announce itself to the community. There is a need for the church to get an EIN# from the IRS to be able to open a checking account. Practical aspects/implications: This is the point at which the District Supervisor is authorized to register the church with the board, provided the Church Planter is already a licensed Foursquare Minister.
 - c. Public entity. The Church has developed to the point where it is ready to say to the community: “We are a full-service church, ready to minister to your needs.” Practical aspects/implications: The Church Plant is expected to have a:
 - i. Leadership Team in place to match the ministry to be offered to the Community, and a
 - ii. Launch Team of at least 50, including children (subject to some home church exceptions).
2. Church Plant Location
 - a. Foursquare requires that a church belonging to a district be located within the district boundaries.
 - b. Before presenting a church plant to the board for approval and registration, the CSO (Corporate Secretary’s Office) will check to see if the church plant is located within the district boundaries.
 - c. If the church plant is located outside the district boundaries, the CSO will advise the District Supervisor to check with the General Supervisor to discuss possible options and then wait for further direction.

3. Church Plant Proximity
 - a. At one time, Church Plants were required to be located a minimum distance from Existing Churches.
 - b. Such a requirement no longer exists, although it is certainly a factor to be considered by the District Supervisor.

4. Church Plants and Charitable Contribution Receipts
 - a. Above is an overview of the church planting process in terms of spiritual entity, legal entity and public entity. Foursquare-Registration takes place while it is a spiritual entity. It becomes a legal entity when it is Board-Registered, at which time it receives an EIN and becomes a corporate subordinate unit of ICFG.
 - b. Prior to becoming a legal entity, the church plant operates as a ministry of its parent church. (The church of the Area Pastor can fill this capacity in the absence of a parent church.) As a ministry of the parent church, it is covered by the insurance of the parent church and the specifics of tithes and offerings are handled on a case-by-case basis as described below.
 - c. When a church plant begins receiving tithes and offerings, it is important to take immediate steps to be prepared to issue charitable donation receipts at the end of the year.
 - i. If the church plant is already Board-Registered and has an EIN, then it can open a checking account and deposit the tithes and offerings accordingly.
 - ii. If the church plant is not already Board-Registered and does not have an EIN, then it is typically considered a ministry of its parent church. The parent church helps arrange for deposit of church plant tithes and offerings, either as a component of an existing account of the parent church or in a separate account (using the EIN of the parent church) of the parent church to be used by the church plant, with the appropriate structure and processes in place:
 1. To track the funds separately in terms of income and expense.
 2. To issue charitable donation receipts at the end of the year.
 3. To transfer the balance to the church plant when it establishes its own account.
 - d. When a Church is chartered, it then elects a Church Council. Until then, the District Supervisor operates in the role of Church Council for the Church Plant. In addition, the church plant may establish an Advisory Church Council, subject to the approval of the District Supervisor, until the church is chartered.

5. Church Charter Rationale

- d. When a church is first opened, it usually begins as a District Church.
- e. The church is eligible to apply for Charter when it reaches the size of 30 adult members or regular attendees, or if it is deemed by the District Supervisor to be both viable and missionally effective.
- f. Here are some differences between a Charter and a District Church.
 - i. A Charter Church receives a framed and matted certificate that can be displayed in the church, and may be useful in communication with local agencies.
 - ii. A Charter Church is authorized and required to elect a Church Council, a step of maturity for a church exercising increased self-governance established by our bylaws, by operating with a fully-empowered Church Council.
 - iii. Current policy requires a church to be Chartered before it can own real property, which is an acknowledgement that the responsibility involved in owning property should be managed by a Church Council.

5.10. CHURCH PROCESSING/APPOINTMENTS: Closing a Church

Church Closure refers to the process of a church ceasing to be a Foursquare church, either by dissolving or by returning to Independent status.

1. The District Supervisor should consult with the District Council concerning the possibility of closing a church. The AR-2 Church Closure form provides a checklist of steps to follow. Here is the AR-2 Stacking Order for Board Presentation.
 - a. AR-2 (**Charter Churches and District Churches**)
 - i. Confirm Closure Dates
 1. Effective Date
 - a. Board Date when the AR-2 Church Closure form is approved by the Board, subject to the following exception.
 - b. When it is a Previously Temp Closed church, it is the date the property sold as indicated on the Settlement Statement, or the date the property was transferred with Foursquare as indicated in the board results.
 - c. Effective Date is recorded in The Hub by the Corporate Secretary's Office, following the Board Meeting.
 2. Insurance End Date
 - a. Date when the church ceased to function as a church, subject to the following limitation.
 - b. This date may be no more than 60 days earlier than the Effective Date, and may only cross the calendar year boundary during the month of January, which enables the Insurance Department to reflect any adjustments before they close the books for the year.
 - c. Insurance Date is recorded in The Hub by the Corporate Secretary's Office, following the Board Meeting.
 - ii. Confirm District Council Approval. (#1)
 - iii. If there is real property involved, is box checked and responsible party defined? (#6)
 - iv. Confirm Reason for Closure. (#8)
 - v. Confirm District Supervisor Signature.
 - vi. Have all appointments been ended?
 1. MP-8 for Senior Pastor
 2. MP-10 for Assisting Ministers
 - b. Asset Distribution Plan (noted on and/or appended to AR-2)
 - c. Loans and Savings Analysis
 - i. OR an email stating that there are none.
 - ii. OR the Loan Report and the Savings Report from The Hub.
 - d. Letter(s) (and responses, if any) requesting the following information from a Church that is leaving Foursquare (or an explanation as to why the letter(s) are not included), in order to qualify for Fast Track
 - i. An inventory of Assets as of the date the church left Foursquare
 - ii. Permanent Foursquare Records:
 1. Weddings
 2. Membership

3. Baby Dedications
 4. Water Baptisms
 5. Financial Records
 6. Council Minutes
 - iii. A letter from the church communicating its new corporate name, its new EIN, its insurance coverage and the ability of the church to issue ministerial licenses
 - e. Emails related to decision (if applicable)
2. Loans and Savings Analysis
 - a. For each Church that is to be Closed (or Temp Closed), request a Loans and Savings Analysis from the Loan Department, whether or not there is a property sale involved. (A Temp Closed Church becoming Closed requires a current Loans and Savings Analysis.)
 - b. This helps prevent a Church from being Closed (or Temp Closed) while there is still an Outstanding Loan and/or Savings Account with IFLF and also provides information necessary for following steps.
 - c. All IFLF savings accounts are transferred into the name of the parent church or district. In addition, any restrictions on the account would need to be addressed in the transfer as well.
 - d. If there is a Church Savings Account, the transfer of these funds to the District can be accomplished as follows, using the AR-2 (Church Closure Form) and Asset Distribution Plan. Specific account numbers should be included on the Asset Distribution Plan and/or Loan and Savings Analysis.
 - i. If the disposition of the funds falls within policy, it is placed on the Fast Track without a Story Page or Resolution.
 - ii. If the disposition of the funds falls outside policy, it is placed on the Executive Track with a Story Page and Resolution.
3. Outstanding Insurance Balances of Closed Churches
 - a. When processing a proposed Church Closure which involves an outstanding insurance balance, the District contacts the insurance department.
 - b. The District addresses the outstanding insurance balances as follows.
 - i. If there are church resources to pay the insurance, those resources are used to pay the insurance.
 - ii. If there is still a remaining balance, the District works on a plan with the Insurance Department.
4. The District Supervisor or his/her appointed representative will inform the pastor (if there is a pastor) and/or church council (if there is a church council) and/or congregation (if there is a congregation) of the request to close the church. This should be done in person as well as by a written letter explaining the timeline and process. The letter should reference Bylaw 13.5.
5. The District Supervisor should insure that a redemptive process is in place to help the remaining congregation and leaders transition. A good faith attempt should be made to help direct everyone through a healthy, though possibly painful, transition to his or her next ministry deployment. This could include helping them find a church, encouraging healthy, biblical attitudes toward transition, and giving guidance about reconciliation or forgiveness of unmet expectations.

6. After carefully reviewing the entire situation, including the reporting and correspondence history of the church and pastor, the District Supervisor initiates the following steps with the church and pastor:
 - a. Resolve any monthly support issues.
 - b. Determine whether or not there is a Letter of Resignation or its equivalent, and if not, then request it from the pastor.
 - c. Make an appointment to transfer control of all assets from church to the district:
 - i. Equipment and Furniture. Prepare an inventory of all physical resources, and determine proper distribution and/or storage of those items.
 - ii. Checking/Savings Accounts. Determine that all bills have been paid (including outstanding insurance bills), and that financial accounts have been properly closed, with the proceeds sent to the District Office.
 - iii. Keys to the Facility. If there is a church facility involved, get the keys.
 - d. Determine that all leases, utilities, etc. in the name of the church are discontinued.
 - e. Determine that all tax forms (W-2's, 941's, 1099's, housing allowance memos) and charitable contribution receipts have been properly filed.
 - f. Arrange for mail forwarding to the District.
 - g. Arrange for permanent church records (as described below) be sent to Archives.
7. Distribution of the assets of a church that is leaving Foursquare
 - a. Church prepares an inventory which includes:
 - i. Cash balances, both unrestricted and restricted
 - ii. Equipment and furnishings
 - b. Church prepares a letter which communicates:
 - i. New corporate name
 - ii. New EIN #
 - iii. Ability of the church to issue ministerial license
 - iv. Insurance coverage
 - c. The cash assets, equipment and furnishings are Foursquare assets. A District Supervisor may request that all or part of those may be gifted by the Board to the church that is leaving. The request should include a list of cash assets, equipment and furnishings. The District Supervisor evaluates each situation on a case-by-case basis, and the following factors could be considered when making such a request:
 - i. If the equipment and furnishings were purchased with District funds.
 - ii. If the equipment and furnishings were purchased with Church Planting funds.
 - iii. Whether the equipment and furnishings are actually needed by the leaving church.
 - iv. Whether the leaving church is still led by the founding pastor and there is a direct link between the assets and the current congregation. Such a link makes it more likely that Foursquare would give the assets to the church. If this link is not clear or if the congregation and the pastor would be receiving that which they have not acquired, it is less likely that Foursquare would give the assets to the church.
 - d. District Supervisor makes recommendation to the ICFG Board, along with AR-2.
 - e. Board issues a resolution.

8. Retrieving Records from a church that is leaving Foursquare
 - a. District Supervisor sends a letter to the church, requesting the following Foursquare records:
 - i. Weddings
 - ii. Membership
 - iii. Baby Dedications
 - iv. Water Baptism
 - v. Financial Records
 - vi. Council Minutes
 - b. The CSO (Corporate Secretary's Office) will assist with preparation of the letter upon request.

9. If there is real property involved, it is a Temporary Closure (Temp Close), and the District Supervisor initiates the following steps:
 - a. Arrange for supervision of the facility, which could include an Area Pastor or a district appointed representative.
 - b. Arrange to have the locks changed, if appropriate.
 - c. Arrange for loan payments and insurance payments to be made.
 - d. Arrange for sale of the property, if appropriate.
 - e. Occasionally, another version of Temp Closed is used, i.e. Temp Closed No Coverage, as follows:
 - i. Applies to situations where the church does not own real property.
 - ii. Used when the District anticipates the possibility of a reopen and wants to suspend insurance while making the decision.
 - iii. Allowed for a maximum of 6 months by which time the District must decide whether to Close or Reopen.

10. Temp Closed Churches becoming Closed Churches – Sales and Transfers
 - a. Sales – It is common for Temp Closed Property to be sold. Insurance premiums apply until it is sold and escrow is closed.
 - i. When the last piece of property held to the credit of a Temp-Closed church sells, it is time to “close” the church.
 - ii. The Properties Department receives the final settlement statement (closing papers) from the settlement agent.
 - iii. The Properties Department emails the settlement statement to the Accounting Department with cc to the Insurance Department and Credentials Department.
 - iv. The Accounting Department removes the property from the Property Log as of the last day of the current accounting period. (If it is the last piece of property for that church, then the Accounting Department notifies the Credentials Department of the effective date via a “Temp Closed Church Status Report” that the church’s property record is clear.)
 - v. If the property being sold is the last one on the insurance schedule, the Insurance Department removes the property as of the effective date on the closing statement and stops all charges.
 - vi. The District processes the AR-2 to close the church.
 - b. Transfers – Occasionally, a District Supervisor will transfer a Temp Closed Property (which may include a loan and/or a savings account) to an Open church in the district.
 - i. The property department team will work with the district office to ensure that there is an appropriate review of the financial condition of the church taking on any loan obligations, specifically the following:
 1. The transfer does not violate any debt covenants.
 2. There is clarity as to who will be making the payments on the loan. Since most loans are on auto debit, there needs to be a clear understanding as to whether the payments continue to come from the same bank account or be transferred to an account in the name of parent church or the district.
 3. If the property is just being temp closed without becoming a missional congregation, the expectation is that the payments will be made by the district.
 4. The property and the loan are transferred into the name of the parent church (if it is a missional congregation) or the district.
 - ii. Once all of these items have been resolved, the properties team will submit a transfer for the loan, savings and/or property on the weekly board agenda.
 - iii. If the property transfer includes all property that had been assigned to the Temp Closed church, then the Accounting Department notifies the District of the effective transfer date via a “Temp Closed Church Status Report” that the church’s property record is clear.
 - iv. If the property being transferred is the last on the insurance schedule, the Insurance Department removes the property as of the effective transfer date and stops all charges.
 - v. The District processes the AR-2 to close the church.
 - c. When a Temp Closed Church Property sells or is transferred, the original AR-2 may be used for presentation to the board as follows.

- i. Add the phrase “ Closed (Previously Temp)”, and check the box.
 - ii. Change the Effective Date according to the date of the sale or transfer, and include the corresponding documentation.
 - iii. Enter the Temp Closed Date in the appropriate field.
 - iv. NCO has determined that it is not necessary to gather additional approval from the District or NCO in order to include the AR-2 on the weekly FTR (Fast Track Report).

- 11. Temp Closed Church Addresses
 - a. Several years ago, a process was established to change the mailing address for Temp Closed and Closed Churches to the mailing address of the District Office. This process was reinforced in 2009 as part of District Consolidation when the mailing addresses for Temp Closed Churches were changed from the Multiplied Districts to the Consolidated Districts.
 - b. Following presentation to and approval by the board of an AR-2 to Close or Temp Close a Church,
 - i. The office of the Corporate Secretary will change the mailing address of the Church to the mailing address of the District Office, typically using the Address Secondary, so as to preserve the Address Primary for historical and other purposes.
 - ii. Insurance mailings (and other Central Office mailings) are then sent to the District Office.
 - iii. Please note that the mailing address of a Temp Closed Church remains that of the District Office even if the District rents out the property.

- 12. Following approval of the AR-2 by the Board, the Corporate Secretary’s Office:
 - a. Enters a Status Event of “Closed” or “Temp Closed”, with the appropriate date.
 - b. Edits the Legal Name and appends the phrase: “(Closed)” or “(Temp Closed)”.
 - c. Please note that there is a parallel process for the ending of Foursquare-Registered Congregations, using “Cancelled” instead of “Closed”.

- 13. Following approval of the AR-2 by the Board, unless it is a Temp Closed becoming Closed, the Corporate Secretary’s Office:
 - a. Enters a new Activity Record for the Reason for Closure as indicated on the AR-2.

- 14. Church Closing to become Missional Congregation (Multi-site Campus or Ethnic Congregation)
 - a. Sometimes an existing Foursquare Church develops a satellite relationship with another existing Foursquare Church such that it becomes a Missional Congregation. The District Office works with local congregations interested in becoming Missional Congregations, according to the following administrative and data entry steps.
 - b. If the church has a loan, savings account or real property,
 - i. The district must engage the property department to assist with the transfer of the loan, savings account and/or real property as described above in sections 5.10.3 and 5.10.10.

- ii. Following the approval of the board to transfer the loan, savings and /or property, the district may process the closure of the church on the board agenda. If it is done simultaneously, the sequence is important.
 - iii. Such transfers open the door for the Corporate Secretary's Office to "Close" the church and for the Insurance Department to end the insurance of the "Closed" church and to reassign that portion of the premiums related to the value of the property itself.
 - iv. If the churches are in different districts, a request to transfer real property:
 - 1. Is a joint request from both District Supervisors.
 - 2. Clearly specifies the intended disposition of possible sales proceeds should sale of the property occur in the future.
- c. Establish the Missional Congregation in the database per the following data entry, using **a new Contact Record and new Church Code#** in database. (The District Office performs the following data entry.)
 - i. Enter a "Foursquare-Registered" Operation Status in the database, using the day after the Close.
 - ii. Enter a "Multi-Site Campus" or "Ethnic Congregation" Organization Member Type, using the day after the Close Date.
 - iii. Set the Legal Name to City, ST and/or as otherwise determined.
 - iv. Connect the Missional Congregation with its Parent in the database as its Primary Organization.
 - 1. Navigate to Parent.
 - 2. Select Organization Contacts.
 - 3. Select Add Contact and proceed accordingly.
- d. Prepare the AR-2, following completion of the loan, savings and/or real property transfers if applicable.
 - i. The District where the church is physically located completes the AR-2.
 - ii. Include the following phrase on line 2.d.: "Church will be Foursquare-Registered as a Multi-site Campus <or Ethnic Congregation> of <> Foursquare Church".
- e. Prepare the FTR, adding the Missional Congregations as follows:
 - i. Enter the Missional Congregation into the proper section of the FTR on the same day as the Church Closure (AR-2).
 - ii. Add a note in the notes section indicating that the church is becoming a Missional Congregation of "XXX" church.
- f. Close the EIN-Registered Church, per standard presentation to the Board, using the AR-2. (The Corporate Secretary's Office performs the following data entry.)
 - i. Enter a Closed Operation Status in the database.
 - ii. Discontinue the EIN and report to the IRS per usual.

15. Covenant Agreement Termination for Covenant Churches

- a. Covenant Agreement Termination is an Executive Track transaction.
 - i. The process is defined in the Covenant Agreement itself.
 - ii. There is an ET Covenant Agreement Termination Template.

1. District initializes the ET Story Page, including Historical Information and Asset Information, which may be pulled from the Charter to Covenant Transition Story Page.
2. District requests additional information for the Story Page from the Properties Department, if necessary.
- iii. There is an AR-2c Covenant Agreement Termination Form which helps outline the process.
- b. Stacking Order for Presentation to the Board
 - i. ET Story Page
 - ii. AR-2c with following Supporting Documentation
 1. Copy of Written Notice to District Supervisor stating intent to terminate, signed by $\frac{3}{4}$ of Church Board.
 2. Copy of Written Notice to District Supervisor informing the District of the upcoming Congregational Meeting to vote on Termination of the Covenant Agreement
 3. Copy of Letter to District Supervisor re the Congregational Business Meeting, signed by Senior Pastor and $\frac{3}{4}$ of Church Board.
 - iii. General Supervisor Email Approval to present to the Board

16. Charter Church Withdrawal Closure (6/2/2020)

- a. **Charter Church Withdrawal Closure is an Executive Track transaction.**
 - i. **The process is defined in Bylaw 13.4.D.**
 - ii. **There is an ET Charter Church Withdrawal Story Page Template.**
 1. **District initializes the ET Story Page, including Historical Information and Asset Information.**
 2. **District requests additional information for the Story Page from the Properties Department.**
- b. **Stacking Order for Presentation to the Board**
 - i. **ET Story Page**
 - ii. **Supporting Documentation as required by Bylaw 13.4.D.**
 - iii. **AR-2**
 - iv. **Savings and Loans Analysis**
 - v. **General Supervisor Email Approval to present to the Board**

17. Non-Foursquare Churches in The Hub

- a. These are not Foursquare Association Churches, but are included in The Hub for the Appointment of Foursquare Association Only Ministers (Community and Credentialed).
- b. Upon initiation of FAO process for individuals,
 - i. We will set to Open.
 - ii. We will add a Note: "Opened to recognize FAO Appointments."
- c. Upon ending of all FAO Appointments,
 - i. We will set to Closed.
 - ii. We will add a Note: "Closed following end of FAO Appointment(s)."

5.11. CHURCH PROCESSING/APPOINTMENTS: Closed Church Records

Following is a checklist of Closed Church Records to be kept. This list is somewhat of a “moving target” as we try to keep pace with governmental and accounting regulations. This checklist is used by the District to purge Closed Church Records and then forward them to the Archives Department.

1. Membership (Permanent)
 - a. Weddings
 - b. Membership
 - c. Baby Dedications
 - d. Water Baptisms
2. Real Property (Permanent)
 - a. Leases
 - b. Loans
 - c. Deeds
 - d. Contracts
3. Financial (Permanent)
 - a. December (of every year) Foursquare Church Monthly Reports
 - b. Annual Financial Statements (Income Statements and Balance Sheets)
4. Financial (7 years)
 - a. Charitable Donation Receipts
 - b. Payroll records and Income tax forms (W-4, W-2, 1099, etc.)
 - c. Receipts for business expense reimbursements
 - d. Housing Allowance Designations
 - e. Foursquare Church Monthly Reports
 - f. Bank Records: checkbook register, bank statements, cancelled checks, deposit slips
 - g. Fringe benefit plans
5. School (Permanent)
 - a. Enrollment
 - b. Attendance
 - c. Academic Results
 - d. Employment, including payroll
6. Church Council Minutes and Church Membership Minutes (Permanent)
7. Personnel Records for Employees and Volunteers (Permanent)
 - a. Screening forms, and employment applications with such questions
 - b. Reference forms
 - c. Background checks
 - d. Employee manuals or handbooks

8. Personnel Records (3-7 years, after termination of employment)
 - a. USCIS R-1 visa application documents for immigrants we sponsor to obtain an R-1 visa (7 years, after termination of employment)
 - b. Contracts of Employment (3 years, after termination of employment)
 - c. I-9 forms (3 years, after termination of employment)

9. Personnel Records (3 years, after termination of employment. For letters c-f, if employee leaves under circumstances making a lawsuit against the employer reasonably foreseeable, then retain for the applicable statute of limitations.)
 - a. Employment applications
 - b. Testing records
 - c. Job descriptions
 - d. Signed employee statements
 - e. Performance reviews
 - f. Dismissal records

10. Other
 - a. Insurance Policies (Permanent)
 - b. Injury incident reports involving an adult (5 years)
 - c. Injury incident reports involving a child (until the child reaches whatever age is specified by the state depending on the statute of limitations. Typically this is age 21, but California just amended the S/L for child abuse to allow the child to sue any time before the child reaches age 28. So, probably incident reports of suspected child abuse (including documents showing that the suspected abuse was properly reported by mandatory reports) should be regarded practically as permanent records.)

5.12. CHURCH PROCESSING/APPOINTMENTS: Notices to Ministers with No Appointment

1. Inactive Letter (not for Suspension, Revocation or Secession)

<<Month Day, Year>>

<<Name and Address of Minister>>

Greetings in the name of our Lord Jesus Christ!

It has come to my attention that your involvement as a Foursquare Minister is going through a season of change. According to our records, your appointment to the «Legal Name of Church» Foursquare Church came to an end on «End_Date», and that you are currently without a Foursquare appointment. If our information is inaccurate or incomplete, please contact me immediately so we may remedy the situation quickly, and please accept my apology for causing you unnecessary difficulty.

As you are probably aware, our Bylaws (12.2.1) state: “To have active status, as a minister of the International Church of the Foursquare Gospel a minister must carry current credentials with the International Church of the Foursquare Gospel and must satisfy one of the requirements for Foursquare appointment or non-Foursquare appointment...”

Our Bylaws (12.2.2) continue: “Ministers of the International Church of the Foursquare Gospel not under Foursquare ministry appointment, board approved non-Foursquare appointment or a recognized retiree... shall be considered “inactive.” “

If you are pursuing another ministry appointment with Foursquare, please keep me informed of your progress, and alert me to any way in which we may serve you. It may be that you are pursuing a ministry appointment with another group, in which case we bless you and treasure the opportunity to continue to partner with you in ministry to the Body of Christ and the harvest.

Please be advised that since you no longer have a Foursquare appointment, then your license is now inactive, which means, among other things, that you no longer have authority as a Foursquare Minister to perform weddings or claim a housing allowance. There are certainly other ways and other organizations from which to receive such authority, but please do not mistakenly assume such authority, which may jeopardize others, as well as yourself. **Please know that even though your appointment ended before the end of the year, your life insurance coverage will end on December 31, YYYY.**

You may be wondering why there is not a grace period during which time your license may remain active while you seek another appointment. The simple answer is, that is what our Bylaws state. A more helpful answer is that our Foursquare family has determined that the accountability inherent in a ministry appointment is critical to our effective release of ministry to our churches and communities.

Please know that your Foursquare family is thankful for your ministry, and we stand ready to work with you regarding a new local church appointment and reactivation of your license. Again, if you are pursuing a new appointment, please be in touch with my office regarding any questions you may have. Please know also that if your license remains inactive for more than three (3) years, then completion of a new application will be required for reactivation.

Again, thank you for your faithful service to our Lord, His Church and your community. Please let me know how we may assist you.

In His Service,

<<name>>, Supervisor

<<District Name>> District of Foursquare Churches

Cc: <<Name of Senior Pastor>>, Senior Pastor

11/1/2020

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5.13. CHURCH PROCESSING/APPOINTMENTS: Merging Foursquare Churches

Article XVII, Section 17.5 of our amended Bylaws states: “No pastor shall take steps toward merging with another Foursquare Gospel church without the prior concurrence of the district supervisor and written approval of the board.” The following procedure is used to obtain the necessary approval.

1. Pastors of the churches considering merging contact the District Supervisor for guidance and approval.
2. District Supervisor approves pastors proceeding toward merger.
3. Pastors bring the church councils and other church leadership together to discuss and develop a plan which includes:
 - a. Who the Senior Pastor will be.
 - b. List of the new Church Council.
 - c. List of licensed/credentialed ministers and their new staff positions.
 - d. Intended disposition of any property or lease that will not be in use after the merger.
4. Pastors communicate plan to District Supervisor.
5. District Supervisor approves consummation of merger.
6. District office processes appropriate MP and AR forms (which satisfies above requirement for Board approval) to reflect appointment status of Senior Pastors of the two churches, updates contact information in the database and closes the church that will cease to exist as a Foursquare church.

5.14. CHURCH PROCESSING/APPOINTMENTS: Slogan Name Approval

The Bylaws specify that Slogan names will be approved by the District Supervisor and District Council. (By signing the Covenant Agreement, a Covenant Church agrees to the governance of Foursquare Bylaws, so these guidelines are applicable to Covenant Churches.) Here is the procedure.

1. Senior Pastor/Church completes Slogan Name Change Form (AR-20).
2. If a chartered church, Church Council and Congregation approve name.
 - a. A Church Plant does not require a majority approval of the church membership because it usually does not yet have members.
 - b. This is noted on the AR-20 via “Church Plant”.
 - c. Bylaw requirements of Church Council Approval and Congregation Approval of the Parent Church do not apply to the following. (However, policy requirement of Church Council Approval does apply.)
 - i. If Slogan Name is to be used by a Pipeline Plant.
 - ii. If Slogan Name is to be used for internal administrative purposes.
 - iii. If Slogan Name has already been approved in English.
 1. If there has been a Congregational Vote to approve a Slogan Name in English, it is unnecessary to have another Congregational Vote in order to translate the Slogan Name into Spanish or another language.
 2. A Congregational Vote approving a Slogan Name in one language constitutes Congregational Vote approving the Slogan Name in all languages.
3. Senior Pastor/Church sends completed Slogan Name Change Form to the District.
4. District carefully reviews the AR-20.
 - a. Is there a complete answer to the question about the reason for choosing the slogan name?
 - b. Occasionally, the District may become aware of concerns related to a Slogan Name, e.g. that a proposed Slogan Name is the same as a group of churches in a cult, and may share that with the General Supervisor.
5. The District presents the Slogan Name to the Board and includes the AR-20 in the attachments to the Online Board Agenda.
6. If the District becomes aware of a church using an unapproved Slogan Name, it will take action accordingly.
7. Multiple Slogan Names
 - a. For many years, a Foursquare Church was not able to have more than one Slogan Name. Starting in 2013, a Foursquare Church has been able to have more than one Slogan Name.
 - b. A Church may have multiple Slogan Names and each one gets its own Slogan Name field, i.e. in the Slogan Names Section of the About Tab.

- c. Slogan Names are assigned to EIN-Registered Churches, and the AR-20 (Slogan Name Form) is completed accordingly.
- d. A Slogan Name is often used by a specific Missional Congregation of an EIN-Registered Church.
 - i. When the Slogan Name is first presented to the board, it is associated with the legal name of the EIN-Registered Church in formal letter prepared by the Corporate Secretary's Office for presentation to banks.
 - ii. If the Missional Congregation then becomes EIN-Registered, it will be necessary to present the Slogan Name to the board again to associate it with the legal name of the new EIN-Registered Church in its formal letter.
- e. When a search is conducted for an Organization with multiple Slogan Names, each Slogan Name will be displayed on a separate row, which does not indicate duplicate records, only multiple Slogan Names.

5.15. CHURCH PROCESSING/APPOINTMENTS: Legal and Slogan Name Changes

1. Legal Name changes require approval of the Board. (Please note that the legal name of a previously closed church may not be reused as a legal name.)
2. Slogan Name changes require approval of the District Supervisor and District Council.
3. To communicate effectively with banks and other institutions, when the name of a church changes, it is important for a church to have an official notice of approval of the change.
 - a. For Slogan Name changes, the Corporate Secretary's Office sends a notice letter to the church on Foursquare letterhead, over the signature of the Corporate Secretary.
 - b. For Legal Name changes, the Corporate Secretary sends a notice letter to the IRS and requesting that the IRS send a letter of affirmation to the church.
4. Legal Name Change Notifications
 - a. The Corporate Secretary's Office has developed a letter template for use in situations where a bank, vendor, etc. requires documentation from the parent corporation regarding a legal name change.
 - b. The Corporate Secretary's Office will distribute this letter to churches as requested on a case-by-case basis.
5. Slogan Names and Fictitious Business Names
 - a. Directly related to the Patriot Act, many banks are requiring formal filing of Slogan Names (and possibly even Legal Names) as dba's as a requirement for the bank to open a bank account and/or receive deposits.
 - i. For bi-lingual churches, this may mean a separate filing for each language.
 - ii. If a church requests its Slogan Name in multiple languages, we will include both languages on the AR-20 and in the database, separated by a "/", and in letters for banks, separated by "and".
 - b. Typically, such a filing can be done online. In some cases, it is necessary to include the signature of the Corporate Secretary and/or a Corporate Resolution.
 - c. The Corporate Secretary's Office provides assistance to help local churches meet these requirements, and is developing familiarity with the particular requirements of each state it serves, keeping the District Office well informed of both the requirements and the progress of each transaction.
6. Legal Name and Slogan Name Expiration Dates in The Hub (4/15/2020)
 - a. In some states, Legal Names and/or Slogan Names must be renewed periodically.
 - b. We now have the following Activity Record Types available in the History Section of the All Activities Tab for a Church.
 - i. Legal Name Expiration Date
 - ii. Slogan Name Expiration Date
 - c. These can be pulled from The Hub using the Activities List – By Row – Organizations Report.

5.16. CHURCH PROCESSING/APPOINTMENTS: What's In A Name?

It was William Shakespeare who wrote, "What's in a name? That which we call a rose by any other name would smell as sweet." But disagreeing with the Bard of Avon, we would answer that a name is a very important part of a person. Not long ago, our Anglo-Saxon names were assigned with special meanings. Some names, such as Johnson, Ericson, Peterson, and the like, indicated lineage. Others indicated vocation, such as Smith, Miller, Carpenter. The name gave some knowledge about the person.

Goethe states that one's name is inseparable from the person. "A man's name is not like a mantle that merely hangs about him...but a perfectly fitting garment, which, like a skin, has grown over him, at which one cannot rake and scrape without injuring the man himself."

In the Bible, names had significant meanings. Sometimes, a new name was given to indicate a change of character or a major event in one's history. When God sealed His covenant with Abram, He changed the man's name to Abraham, signifying "Father of a multitude." Jacob's name was changed to Israel, implying he was now a spiritual prince. Even Moses changed Osea's name to Joshua, to prophesy that the young man would be the "salvation" or "deliverer" of Israel from her enemies.

Names were given by those within the family but in reality were to be an expression to those outside the family. It would be the terminology which would be heard, used and interpreted by the world in which the person lived, according to their perception. Without that understanding, some interesting results occur. For example, one family in Hong Kong who thought only about their favorite animals adopted for themselves the English names: Rover (the father), Kitty (the mother), and Pony (the son). You can imagine the smiles and remarks that have occurred over that!

The same holds true when we approach the matter of slogan names for churches. What congregations adopt as a slogan name must be approached with the following philosophy in mind:

What knowledge of the church is conveyed? Does your slogan name indicate the gospel it presents? Does it offer hope to those who are seeking someone who cares? Does it reflect the dignity and hope which Christ has provided? Does it have a message or a mission? What does it say about the Foursquare Church, its message, manner and mission?

Remember, the goal is to glorify Christ and preach the Gospel.

Does that name reflect the integrity and character of the entire congregation? Or does it reflect a personal experience or pet philosophy of a pastor, leader or person in the congregation? Will it stand the test of time, allowing the ministry of the congregation to expand or be altered without having to continually change the slogan name?

Remember, every time a new name is placed on the outside of a church or on its stationery, it is usually interpreted by those without that a new work has started, giving a sense of temporality rather than permanence.

With what connotation will the name be heard, used and interpreted by the community around it – in particular, the unsaved? Understanding that the world comprehends approximately 20% of the vocabulary which the Church speaks, what message will the world receive from the slogan name we choose. Is it Biblical-terminology which would only be understood by believers? Even more startling, especially since many slogan names are chosen from the Jewish/Old Testament terminology, will a present-age Gentile have any idea what it means? Is there the possibility of a double-meaning, with a very negative perception?

Remember, if the name has to have explanation, then the people who pass by your doors will never understand what you are trying to communicate. Actually, if it needs interpretation, it isn't a good slogan name!

Does it reflect openness to the *whosoever* of John 3:16? Or does it limit itself to a select sector of the community? Will all generations feel comfortable with its usage? Is it really inviting, or does it convey a meaning of isolation and specialization? Again, will the name be broad enough to allow the Holy Spirit to direct in new ways while consistency in the congregation still may be sensed by the community in which it exists? Are we trying to open our arms to the unsaved, or to the already church-ed?

Remember, it our goal to attract all humankind. We are called to be fishers of men, not simply exchanges of aquariums.

The guidelines/requirements of the International Church of the Foursquare Gospel regarding the choice and use of slogan names are simple: 1) the name must be compatible with the name “Foursquare Gospel Church”; 2) the name must be redemptive in meaning; 3) the legal name will continue to be the name registered with the government; 4) when the slogan name is displayed on signs, broadcast, vehicles, stationary, advertising, etc., the name Foursquare must be used as well; and 5) slogan name applications must be approved by the District Supervisor and District Council, and then be submitted to the National Church Office.

Yet, there is far more to the selection of a name than a single spiritual experience, a personal preference or philosophy, or tacit adherence to meeting a set of qualifications. A slogan name must be more carefully chosen than even the legal nomenclature which is registered with the authorities. Otherwise, we will end up looking like a spiritual “zoo” with many “Rovers, Kitties, and Ponies.”

Written by – Ron Williams
February 9, 1996

5.17. CHURCH PROCESSING/APPOINTMENTS: Church Changing District

If a church is to change from one District to another District, the approval of the General Supervisor is required, and it is best if the negotiations occur first between the Present Supervisor (Sending) and the Future Supervisor (Receiving).

1. Each of the following must present a request for change in writing to the General Supervisor.
 - a. Sending Supervisor
 - b. Receiving Supervisor
 - c. Senior Pastor of the church
2. If the General Supervisor approves the change, then the process continues as follows.
3. If a change to the geographic boundaries of a District are being proposed, then:
 - a. The Sending and Receiving Districts submit one new geographical plan for the districts.
 - b. The General Supervisor makes a recommendation to the Board.
 - c. The Board makes a decision.
4. The General Supervisor's office notifies the sending/receiving districts.
5. The Sending Supervisor notifies the church.
6. The Receiving District performs the data entry, i.e. by changing the Primary Organization of the church to a Area in the Receiving District via the Organization Contacts Tab in the database.
7. The General Supervisor's office notifies:
 - a. Accounting Department
 - b. Missions Department
 - c. Executive Office
 - d. Communications Department
 - e. Insurance Department

5.18. DISTRICT MERGERS AND TRANSITIONS

1. There are some variations as follows:
 - a. There may be differences in the financial accounting, for example with camps.
 - b. The files (paper or digital) kept by a District may vary on a case-by-case basis.
2. For a District that is being merged into another District
 - a. Regarding former District Supervisor, see “4.a.” below.
 - b. Change Primary Organization for all Areas (and any churches which are not assigned to a Area) in the database to the other District.
 - c. Process AR-2 to close the District.
 - d. Change appointments of Retired Ministers, License Applicants and other District Personnel (as appropriate) to the other District.
3. For a District into which another District is being merged
 - a. If there will be a new District Supervisor, see “4.a.” and “4.b.” below.
 - b. If there will be a new District Administrator, see “4.c.” below.
 - c. If there will be a District name change, the process a PT-10 for the new name.
 - d. Regarding financial processes
 - i. Transfer general cash balances (from closing District to successor District).
 - ii. Process entries to transfer IFLF savings accounts to successor district.
 - iii. Make name changes as necessary in Great Plains and FRX reports for affected Balance Sheet accounts and vendor records.
 - iv. Inactivate accounts and reports that are no longer required.
 - v. Determine whether or not Great Plains account records with church code links also need to be changed for embedded District codes.
 - vi. Make correcting entries for any District expenses coded in Great Plains accounts or FRX reports to the now closed District.
4. For a District to which a new Supervisor is being appointed
 - a. Regarding former District Supervisor
 - i. Process MP-8 for the former District Supervisor. Effective date is usually the last day of a month preceding when the new District Supervisor will be appointed and is placed on the FTR for the Board date immediately prior to when the new District Supervisor’s appointment is effective.
 - ii. Confirm closure of local District checking account and transfer of funds, if applicable.
 - iii. Arrange transfer of files (paper and digital) to new District Supervisor as applicable, and corresponding deletion of digital files from hard drives and other electronic storage sites.
 - b. Regarding the new District Supervisor
 - i. Process MP-7 for the new District Supervisor.
 - ii. Arrange orientation/training for the new District Supervisor.

- iii. Request specimen signature from the new District Supervisor, and if the District Supervisor agrees, order signature stamp for use on AR forms, MP forms, and PT forms.
 - iv. Request authorization/update of recurring requisitions.
 - c. If there will be a new District Administrator
 - i. Process a new Authorization Letter for the new District Administrator.
 - ii. Arrange orientation/training for the new District Administrator.
 - d. Arrange transfer of files (paper and digital) from former District Supervisor to new District Supervisor, as applicable.
- 5. Insure that all affected departments and offices have been notified of the transition, including all NCO departments, Insurance, Central Office Accounting and IFLF.

5.19. WEBSITE APPROVAL PROCESS

1. Website Approval Process
 - a. For a church website to be included in the database, it is first reviewed by the District to determine whether it meets the following requirements.
 - i. Be a registered Foursquare church with the National Church Office and their District offices.
 - ii. Their Website must properly represent ICFG (doctrinally, moderate practices, i.e. nothing outlandish).
 - iii. Their legal or slogan church name must be stated on the home page.
 - iv. Identify the church as being Foursquare on their home page by use of graphics, such as Foursquare symbols, or by stating themselves as a Foursquare church.
 - v. Have specific information such as their address, phone number and times of services on Sunday and during the week.
 - vi. Have at least their home page completed.
 - b. If the website meets the requirements, the District enters the website address into the database.