

CHURCH NAME CHANGE PROCESS

Pastor and Leadership Team:

As part of the name change process, a request must be presented to the District Leadership Team for approval who will in turn recommend the change to the International Office of The Pentecostal Assemblies of Canada.

Affiliated assemblies are expected to include the word “Pentecostal” in their legal and operating names, or include the unabbreviated phrase “Affiliated with The Pentecostal Assemblies of Canada” in their signage, official documents and communications.

LEGAL CHURCH NAME CHANGE

To officially approve the change of the church’s legal name, it is an amendment to the church’s constitution & bylaws, thereby requiring a congregational decision. The paperwork for this change requires you to complete the appropriate lines in the CHURCH NAME and CHURCH INFORMATION sections of the CHURCH NAME CHANGE/CLOSURE NOTICE form. It will need to be returned along with a cover letter addressing all of the items noted on the accompanying checklist. Please contact Rev. Phil Doroshuk, Director of Finance & Administration regarding details of the process.

OPERATIONAL CHURCH NAME CHANGE

To approve of (or to change) the church’s operating name which may be different from the church’s legal name, it is often a change approved by the church’s Board/Pastor’s Council and not necessarily a change approved by the congregation, or, at a formal congregational meeting. The paperwork for this change requires you to complete the appropriate lines in the CHURCH NAME and CHURCH INFORMATION sections of the CHURCH NAME CHANGE/CLOSURE NOTICE form. It will need to be returned along with a cover letter addressing all of the items noted on the accompanying checklist. Please contact Rev. Phil Doroshuk, Director of Finance & Administration regarding details of the process.

Once fully completed and submitted, it will then be presented at the next District Leadership Team meeting for formal approval.

CHANGE OF NAME CHECKLIST

Provide the following information in a signed cover letter from the Pastor or the Secretary of the Board/Pastor's Council to the District Leadership Team for consideration of a approving a name change:

_____ Rationale for the name change – state the reasons presented to the congregation for recommending the change

_____ LEGAL NAME CHANGE - **If the church is incorporated**, confirmation that a NUANS report has been done (name search report from a registry agent) for the new name

_____ Confirmation that the Board/Pastor's Council has been presented with an estimate of the costs associated with the name change (i.e. signage, letterhead, bulletins, web site, etc.) and will ensure that the changes will be completed no later than 60 days after receiving all necessary approvals (PAOC & government)

_____ LEGAL NAME CHANGE - Minutes attached from the duly-called congregational meeting that includes the following:

- _____ - Date of the duly-called congregational meeting
- _____ - Resolution to change the name
- _____ - Number of members voting
- _____ - Official results of vote (at least 2/3 of members present and voting required for approval)

_____ OPERATIONAL NAME CHANGE - Minutes attached (or official letter) from a Board/Pastor's Council meeting that includes the following information:

- _____ - Date of the duly-called meeting
- _____ - Motion/Resolution presented and results of motion/resolution to change the name
- _____ - Number of members present and voting
- _____ - Minutes or letter require signatures of the Lead Pastor and Secretary