

## **LEGAL NAME CHANGE PROCESS**

### **Pastor and Leadership Team:**

As part of the legal 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.

In order to process the change of legal name, it is necessary to complete the top 2 sections of the Change of Name 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 LEGAL NAME CHECKLIST**

Provide the following information in a signed cover letter from the Pastor or the Secretary of the Board 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

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

\_\_\_\_\_ 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)