**General instructions for completing forms:**

* Any names typed onto the first page will autofill onto the second tab. Enter the contact information on the second sheet. Email addresses are very important for our communication. It is only necessary to enter the same person’s contact information once.
* Offices designated by a red asterisk are required by the Book of Discipline and must be elected by the Charge Conference.
* New this year, multi-church charges have **separate** forms for charge officers and church officers. Single churches have their own form.
* For the **fillable** form, download the Excel file (it may be helpful to make a copy to work with). (Do not use Google sheets – you will have formatting issues).
* For **handwritten** forms, print the PDF version.

**Committee on Nominations and Leadership Development Recommendations (¶ 258.1a)**

* All officers must be a professing, associate, or affiliate member of the church and elected by charge conference, except for up to 1/3 of the Trustees who may be non-members.

**Single Church Charge Instructions**

**Committee on Nominations and Leadership Development Recommendations (para. 258 1.a)**

* All names typed onto the first page for an office will autofill for the second. Enter the contact information on the second sheet. Email addresses are very important for our communication. It is only necessary to enter the same person’s contact information once.
* Offices designated by a red asterisk are required by the Book of Discipline and must be elected by Charge Conference.
* Everyone elected must be a professing, associate, or affiliate member of the church except for up to 1/3 of Trustees (see Trustees instructions).

**LOCAL CHURCH COMMITTEE ON STAFF-PARISH RELATIONS (or Pastor-Parish Relations) (¶258.2)**

* PPR may have as few as 5 or as many as 9 members in 3-year classes. List each person only once.
* Only one person per household may serve.
* No immediate family member of the pastor or staff may serve.
* Members are divided into three classes and may only serve two 3-year terms.
* Lay Leaders and Lay Members of Annual Conference are members of PPR because of their office and may not be nominated to a class.
* If your charge has more than one Lay Member to Annual Conference, indicate who will serve on PPR.
* The chairperson must be elected by Charge Conference.
* All discussions related to appointed clergy, assigned supply, or CLM are the responsibility of this committee. Highest consideration needs to be given to lay leaders who are mature spiritual leaders and confidential in their discussions.

**LOCAL CHURCH TRUSTEES(¶258.3, ¶2525, and ¶2526) – required for every church**

* As few as 3 members up to as many as 9 members.
* Recommended to be at least 1/3 women and 1/3 men.
* 2/3s of Trustees MUST be professing members of the church
* Trustees may succeed themselves if the church has not established a policy with term limits. The same person cannot be in two classes.
* Chairperson is elected by Trustees at their first meeting of the year.

**LOCAL CHURCH COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT(¶258.1) – required for every church**

* As few as 3 members up to as many as 9 members.
* Pastor and the lay leader should not be nominated as they are members because of their office, (ex-officio).
* 1 to 3 persons shall be elected each year to a three-year term. Do not list the same person in more than one class.
* The pastor serves as chairperson.

Please attach additional sheets identifying names and contact information for additional officers who serve on the Finance Committee or other officers of the church.