NOMINATIONS FORMS INSTRUCTIONS

For each charge and each church, you will be receiving sets of nominations forms created in the district office. These forms will already have most of the names and contact information for people who were elected last fall to serve during the current year. For Multi-church charges, you will receive one set of ‘Charge’ Officers **and** a set of Local Church Officers for **each church** on your charge.

\*\* Offices identified with a double asterisk are ‘Required’ offices and indicate that everyone elected to this office must be a professing member, associate member, or affiliate member except that up to one third of the trustees may be non-members. Make sure that there is a nomination listed for every office which is designated with \*\*.

Officers printed on the left are the ones currently in the Conference database. If the office is shared/co-chaired among more than one individual please list **only one,** the person to receive communications for that office.

**Please make sure writing is legible** as these forms are used for the data entry. Please provided detailed contact information: mailing address, phone (identify whether home or cell) and **email address** if possible.

If the same person is being nominated, please verify his/her contact information and make any necessary corrections in the **right-hand** column. If there are no changes, leave the right-hand column blank.

If a new person is being nominated, list the new name and all of the requested contact information in the right-hand column.

Mark **‘VACANT’** if a position will not be filled next year. Otherwise, we might assume that the individual listed on the left side is going to continue in that office in the new year.

Add names/address, etc. to offices that were vacant in previous year but will be filled in the coming year.

Please keep a copy of these forms for your records. Return all original forms to your District Office.

Unfortunately, this Nomination form cannot be provided in fillable format other than as an Excel document. If you do not want to hand-write information on the form but have mailing labels for your church leaders, you could place them on the form in the appropriate places. *However, please remember to add phone numbers and email addresses.*

**Reminders:**

The Book of Discipline states that the treasurer and the financial secretary must not be the same person. The treasurer and the financial secretary should not be from the same household, either. (¶258.4).

Members of the Committee on Nominations and Leadership Development are elected to three-year terms and are not to succeed themselves. (¶258.1d). (The church Lay Leader is an ex-officio member of this committee and is not subject to the three-year rule, however.) No two members of the committee should be from the same household. (¶258.1d) If possible, the committee shall include at least one young adult. (¶258.1c)

Trustees are also to be elected to three-year terms, but they may succeed themselves. Do not nominate a chairperson for the Board of Trustees. The chairperson is elected by the trustees at their first meeting of the New Year. Once this election has taken place in each of your boards of trustees, please send the district office the name of the chairperson, along with contact information.