NOMINATIONS PAPER FORMS INSTRUCTIONS

This year, everyone has the ability to access their current church leaders’ information online through the Church Dashboard of the conference’s database online. You also have the ability to make changes for your 2024 Nominations directly in the Church Dashboard (see separate instructions). If you prefer to complete the nominations forms (handwritten or in the excel file), please follow the instructions below.

INSTRUCTIONS:

* **Review the list of current leaders and their contact information from the church dashboard online**. You can get your lists from the church dashboard yourself. Please contact your district administrative assistant if you need help. (There’s no separate list of charge leaders - they are listed on the leaders list of their church.)
* Please list all nominations for 2024 (returning and new) on the blank forms provided in the packet. **Enter the person’s name, even if they are returning*.*** If the person is listed on the current leaders list anywhere, check their contact information. **If everything is correct *and* complete, please DON’T enter their contact info again – we already have it in our database. Just enter their name (and their church name if it’s a charge office).** *This makes it easier for us to identify what we need to update.*
* **If someone’s contact information has changed, or you need to add an email address or cell number, please enter it in the area provided on the paper nominations form.** (Email addresses are very helpful. It’s also helpful if you indicate when it’s a cell # instead of a home number.)
* **Make sure you enter complete contact information for anyone who is not listed anywhere on the current leaders list, since they may not be in our database.**
* Offices identified with **\*\*** are **‘Required’** offices. Someone should be listed for every office that’s required. If you don’t have someone to serve in an office, please write in “**VACANT”**.
* Folks on PPR, Trustees, or Nominations committees generally serve **3 year** terms – **they should only be listed in the last year of their term**. (Ex: Someone serving from 2023 - 2025 should only be listed in the class of 2025 – **not** all 3 years.)

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

**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.