

NOMINATIONS REPORT INSTRUCTIONS

The Nominations Report is a complete listing of persons who are elected to serve in the local church, including specific officers such as the recording secretary and financial secretary, lists of all team/committee members, optional committees (such as a lay personnel committee or an investment committee), members at large of Church Council or other committees, and additional leaders for specific ministries of the congregation.

The report is created by the local church and should be organized in a way that puts those persons and teams that must be elected by the Charge Conference at the beginning of the report and easily identified. Newly nominated persons to be elected at this Charge Conference should be identified either by an asterisk, underlined, or in italics. This should include those who are being recommended for a new three year term.

The Book of Discipline provides for congregations to design an alternative structure, such as a one committee model. An alternative structure must be approved by the Charge Conference after consultation with and approval by the District Superintendent. Should you desire to adopt an alternative structure, please be in conversation with the DS early enough to allow for this process. Churches with alternative structures should consult with their Regional Administrator for guidance about how to transfer this structure into the Directory of Officials.

The Nominations Report should/may include:

1. Church Council

The Nominations Report should provide a complete listing of members of the Church Council, beginning with those positions required by the Book of Discipline ¶252:

- the chairperson of the Church Council
- the lay leader
- the chairperson and/or a representative of the Staff Parish Relations Committee
- the chairperson and/or a representative of the Committee on Finance
- the chairperson and/or a representative of the Board of Trustees
- the church Treasurer
- a Lay Member to Annual Conference
- the president and/or a representative of the United Methodist Men
- the president and/or a representative of the United Methodist Women
- a young adult representative
- a representative of the United Methodist Youth
- the pastor(s)

The council shall include persons who represent the program ministries of the church as outlined in ¶243. It may include others as deemed appropriate by the local church, including persons with specific ministry responsibilities and/or members at large. Examples include Church Historian, Sunday School Superintendent, Financial Secretary, Small Group Coordinator, Missions Chair, etc. All members of the Church Council shall be professing members of the church

2. Listing of Required Church Administrative Committees

- **Board of Trustees**
 - No less than three or more than nine members

- Divided into three equal classes
- 2/3rds must be professing members of the church
- Pastor is not a voting member unless specifically elected as a trustee as a non-member
- Must be of legal age as defined by the state (18 in NJ, NY, or PA)

- **Staff Parish Relations Committee**
 - No less than five or more than nine members, plus the Lay Leader and the Lay Member to Annual Conference
 - No staff member or staff member's family may serve
 - Chair is elected by the Charge Conference
 - Divided into three equal classes
 - May not serve more than two consecutive terms
 - No two persons from the same household may serve together

- **Committee on Nominations and Leadership Development**
 - No more than nine members, plus the pastor and Lay Leader
 - The pastor serves as the chair
 - One young adult shall be a member; youth may be members
 - Divided into three equal classes
 - May not succeed themselves
 - No two persons from the same household may serve together

- **Finance Committee**
 This committee is elected annually by the Charge Conference, including the chairperson. This is composed of the following:
 - the chairperson
 - the pastor(s)
 - a Lay Member to Annual Conference
 - the chairperson of the Church Council
 - the chairperson/representative of the Staff Parish Relations Committee
 - a representative of the Board of Trustees to be selected by the Trustees
 - the chairperson of the ministry group on stewardship
 - the Lay Leader
 - the Financial Secretary
 - the Treasurer
 - the church business administrator
 - other members to be added as the Charge Conference may determine

3. Listing of Additional Church Committees, Teams, Work Areas (as fits the needs of the church)

Members of these teams need not be elected by the Charge Conference but may be listed to lift up the importance of these ministries. These include: Missions/Outreach, Nurture, Stewardship, Education, Worship, Communications, etc.

4. Coordinators of Additional Ministries

VBS or Sunday School Coordinators, Food Pantry Coordinator, Mission Team Leader, Centenary Fund, Public Theology, Native American Awareness, Disaster Relief, etc.