



## NOMINATIONS REPORT INSTRUCTIONS

**The Nominations Report is the listing of all persons who are elected to serve in the local church, including specific officers such as the recording secretary and financial secretary. The report should list all committees mentioned below, with the committee members name, gender, race and election class. Please also include optional committees (examples listed on page three of these instruction), 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 an example blank report has been provided on the Charge Conference resource page of the website: <https://www.greatplainsumc.org/chargeconferenceresources>.

The nominations report should be organized in a way that lists those people and teams that must be elected by the Charge Conference at the beginning of the report. Newly nominated people to be elected at this Charge Conference should be identified either by underline or in italics. The chair of each committee should be identified with an asterisk.

The Book of Discipline provides for congregations to design an alternative structure, such as Simplified Accountable Structure/Single Board Model. An alternative structure must be approved by the Charge Conference after consultation with and approval by the District Superintendent.

### **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 Women in Faith
- 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. For additional information:

<https://www.umc.org/en/content/book-of-discipline-252-the-church-council>



## 2. Listing of Required Church Administrative Committees

### ▪ **Board of Trustees**

- Not fewer than three nor more than nine persons, recommended that at least 1/3 be laywomen and that at least 1/3 be laymen
- Divided into three equal classes
- 2/3rds must be professing members of the church
- Pastor is not a voting member unless elected as a member
- Must be of legal age as defined by the state
- Serve a term of three years or until their successors have been duly elected and qualified
- For additional information: <https://www.umc.org/en/content/book-of-discipline-2525-ff-board-of-trustees>

### ▪ **Staff Parish Relations Committee**

- Not fewer than five nor more than nine persons representative of the total charge, plus the Lay Leader and the Lay Member to Annual Conference
- One member shall be a young adult, and one member may be a youth
- No staff member or immediate family member of a pastor or staff member may serve
- Chair is elected by the Charge Conference
- Divided into three equal classes
- May not serve more than two consecutive terms
- Only one person from an immediate family residing in the same household may serve
- For additional information: <https://www.umc.org/en/content/book-of-discipline-2582-staff-or-pastor-parish-relations-committee>

### ▪ **Committee on Nominations and Leadership Development**

- No more than nine members, plus the pastor and Lay Leader
- The pastor serves as the chair
- One member shall be a young adult, and one member may be a youth
- Divided into three equal classes
- May not succeed themselves
- Only one person from an immediate family residing in the same household may serve
- For additional information: <https://www.umc.org/en/content/book-of-discipline-2581-committee-on-nominations-and-leadership-development>

### ▪ **Committee on Finance**

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
- The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote
- Positions of treasurer and financial secretary should not be combined and held by one person, and the persons holding these two positions should not be immediate family members
- For additional information: <https://www.umc.org/en/content/book-of-discipline-2584-committee-on-finance>

**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, etc.