

# Nominations for Church Officers

The Nominating Committee is beginning the process of recruiting nominees for church officer positions for three-year terms beginning in January 2011, and a new Nominating Committee to serve a one-year term. If you are interested in serving as a church officer, or if you would like to nominate fellow members, please complete the form below and return it to a Nominating Committee member, to the church office, or place it in the offering plate. It is the goal of the Nominating Committee to include as many people as possible in the process, and to recruit officers from all constituencies within our congregation. To assist you, a description of each position is included below. Your input is appreciated, and we encourage you to consider nominating yourself as well as a fellow church member.

## **ELDERS**

Elders sit on the 18-member Board of Session. The Session is responsible for overseeing all aspects of the Church: worship, Christian education, youth, stewardship, finance, physical plant, personnel and fellowship. Elders meet on the third Wednesday evening of each month for approximately two hours. Each elder serves as chair or member of a church committee. Committee meetings are held as needed, often on a monthly basis. Elders may also be asked to participate as Communion servers during a worship service where Communion will be served.

## **DEACONS**

The Board of Deacons consists of 18 members who meet the third Tuesday evening of each month. The deacons' primary focus is on care and support of members of the congregation and the greater community. They are commissioned to visit the sick, befriend the stranger and help the elderly. Each deacon is responsible for keeping in contact with his district members on an as-needed basis by making home visits, phone calls and sending cards or notes by mail. The deacons communicate the needs and concerns of the members to the pastor and other members of the church staff. Deacons are also directly involved with service of Communion, including preparation of the elements and clean-up. They deliver flowers to those who are sick, home-bound, or celebrating special events, promote mission opportunities and lead monthly worship services at the British Home.

**TRUSTEES**

The 12-member Board of Trustees is responsible for maintaining the condition and functioning of the physical plant of the church. The Board of Trustees meets for about 1½ hours on the second Monday evening of each month to discuss and act upon business related to building improvements, repairs and maintenance. Trustees make decisions within a budget, and under the final approval of the Session. In addition, each trustee is expected to fulfill “Trustee of the Month” duties. During that month, the trustee is responsible for unlocking the church facilities on Sunday mornings prior to Christian Education activities and locking up after church activities are completed. The church employs a part-time custodian, a part-time building supervisor, and landscaping contractors to perform many required duties; however, “hands on” work by the trustees is often necessary to bridge the gap between necessary work and available budget.

**NOMINATING COMMITTEE**

The Nominating Committee consists of five to seven members who recruit individuals to serve as church officers. The bulk of the Committee’s work takes place in October and November. The Nominating Committee may meet at other times during the year to find replacements for church officers who vacate their positions before the end of their terms. In addition, in those years when there is a change in pastoral leadership within the church, they are responsible for nominating a search committee. After the Nominating Committee creates a slate of candidates for church offices, a congregational meeting is held to approve or reject nominees.

**ENDOWMENT COMMITTEE**

The Endowment Committee consists of nine members (four members at-large, the financial secretary, the treasurer, two elders and 2 trustees). Each year, one new at-large member is added for a four-year term. The committee monitors the church’s financial endowment in a prudent and fiduciary manner, meeting at least quarterly. Members should feel somewhat comfortable with financial investments and the financial needs of the church.

I would like to nominate:

\_\_\_\_\_ for Elder

\_\_\_\_\_ for Deacon

\_\_\_\_\_ for Trustee

\_\_\_\_\_ for Nominating Committee member

\_\_\_\_\_  
Your name

\_\_\_\_\_  
Phone/Em

\_\_\_\_\_  
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