

General instructions for completing forms:

- Any names typed onto the first page will autofill onto the second tab. Enter the contact information on the second sheet. Email addresses are very important for our communication. It is only necessary to enter the same person's contact information once.
- Offices designated by a red asterisk are required by the Book of Discipline and must be elected by the Charge Conference.
- New this year, multi-church charges have **separate** forms for charge officers and church officers. Single churches have their own form.
- For the **fillable** form, download the Excel file (it may be helpful to make a copy to work with). (Do not use Google sheets – you will have formatting issues).
- For **handwritten** forms, print the PDF version.

Committee on Nominations and Leadership Development Recommendations (¶ 258.1a)

- All officers must be a professing, associate, or affiliate member of the church and elected by charge conference, except for up to 1/3 of the Trustees who may be non-members.

Charge Officers – for multi-churches charges

CHARGE PASTOR-PARISH (OR STAFF-PARISH) RELATIONS COMMITTEE (¶258.2)

- PPR may have as few as 5 or as many as 9 members in 3-year classes. List each person only once.
- Only one person per household may serve.
- No immediate family member of the pastor or staff may serve.
- Members are divided into three classes and may only serve two 3-year terms.
- Lay Leaders and Lay Members of Annual Conference are members of PPR because of office and may not be nominated to a class.
- If your charge has more than one Lay Member to Annual Conference, indicate who will serve on PPR.
- The chairperson must be elected by Charge Conference.

ROLE AND FUNCTION:

- All issues related to the appointed clergy or Assigned Supply or CLM and charge employees **MUST** be addressed by the CHARGE PPRC/SPRC.
 - In a few cases, an individual church may have lay employee matters that are unique to one church (ie, custodian, musician). Charge PPR members from that church should be listed on that Local Church PPR.

CHARGE TRUSTEES (¶2528)

- Only nominate Charge Trustees if multiple churches on a charge share ownership of a parsonage or other property. Individual church trustees' nominations appear on the list for the individual local churches.
- Do not list the same person in more than one class. Trustees may continue to serve if the charge has not established a policy term limits.
- Trustees elect their chairperson at the first meeting in 2021.

CHARGE COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT (¶258.1)

- As few as 3 with up to 9 members from among the churches on the charge.
- This group nominates only officers for the charge.

Local Church Officers – for churches on a multi-church charge

- All names typed onto the first page will autofill to the second tab. Enter the contact information on the second sheet. Email addresses are very important for our communication. It is only necessary to enter the same person's contact information once.
- Offices designated by a red asterisk are required by the Book of Discipline and must be elected by Charge Conference.
- All officers must be a professing, associate, or affiliate member of the church and elected by charge conference, except up to 1/3 of the Trustees may be non-members.

LOCAL CHURCH COMMITTEE ON STAFF-PARISH RELATIONS (or Pastor-Parish Relations) (§258.2, 258.2f) – for churches on a charge

- This group of officers is necessary ONLY for individual local church lay staffing matters – ie custodian, musician, etc.
- Only one person per household may serve.
- No immediate family member of the pastor or staff may serve.
- Place the names of Charge PPR members from this church in this section if it is necessary. The Discipline does allow the addition of church members to reach a maximum of 9 plus the Lay Leader and Lay Member of Annual Conference (if he or she is from this local church).
- All discussions related to the appointed clergy or lay pastor are to be handled by the charge SPRC/PPR
- Chairperson is elected by Charge Conference.

LOCAL CHURCH TRUSTEES (§258.3, §2525, and §2526) – required for every church

- As few as 3 members up to as many as 9 members.
- Recommended to be at least 1/3 women and 1/3 men.
- 2/3s of Trustees MUST be professing members of the church
- Trustees may succeed themselves if the church has not established a policy with term limits. The same person cannot be in two classes.
- Chairperson is elected by Trustees at their first meeting of the year.

LOCAL CHURCH COMMITTEE ON NOMINATIONS AND LEADERSHIP DEVELOPMENT (§258.1) – required for every church

- As few as 3 members up to as many as 9 members.
- Pastor and the lay leader should not be nominated as they are members because of their office, (ex-officio).
- 1 to 3 persons shall be elected each year to a three-year term. Do not list the same person in more than one class.
- The pastor serves as chairperson.

Please attach additional sheets identifying names and contact information for additional officers who serve on the Finance Committee or other officers of the church.