

# COMMITTEE ON NOMINATIONS & LEADERSHIP DEVELOPMENT GUIDELINES

*THE BOOK OF DISCIPLINE 2012*

The Charge/Church Conference is the basic unit in the connectional system of The United Methodist Church. It shall meet annually for the purposes set forth in ¶s 246-248 of *The Book of Discipline 2012*. It may meet at other times as indicated in ¶ 246.7.

The church conference shall elect upon recommendation by the committee on lay leadership, or by nomination from the floor, and vote, at least the following leaders for the four basic responsibilities (¶s 244 & 249):

- Chairperson of church council
- Committee on nominations & leadership development
- Committee on pastor-parish relations and its chairperson
- A chairperson and additional members of the committee on finance
  - The financial secretary, if not a paid employee
  - The church treasurer, if not a paid employee
  - The trustees as provided in ¶s 2523-2528, unless otherwise required by state law
- The lay member(s) of the annual conference and the lay leader(s)
- A recording secretary

Special attention shall be given to the inclusion of women, men, youth (12-18), young adults (18-30), persons over 65 years of age, persons with disabilities, and racial and ethnic persons.

## ADMINISTRATIVE COMMITTEES

### CHURCH COUNCIL OR ALTERNATIVE STRUCTURE (¶s 244.3 & 252)

It shall include youth (12-18) and young adult (18-30) members chosen to same standards as adults. All voting persons shall be members of the local church. The pastor shall be the administrative officer.

The council shall meet at least quarterly. The chairperson of the pastor may call special meetings.

Membership: as few as eleven persons or as many as the charge conference deems appropriate. (See ¶252.5 for a listing of membership.)

### COMMITTEE ON NOMINATIONS & LEADERSHIP DEVELOPMENT (¶ 258.1)

Must be a professing member of the church

Membership: not more than nine members, in addition to the pastor and lay leader. At least one young adult (18-30) shall serve as a member of the committee; one or more members may be youth.

The pastor shall be the chairperson; a layperson elected by the committee on nominations & leadership development shall serve as the vice-chairperson of the committee.

Membership shall be divided into three classes, one of which shall be elected each year for a three-year term. Only one person from an immediate family residing in the same household shall be elected by the church council, or alternative church structure, with the permission of the district superintendent. **Retiring members shall not succeed themselves.**

## **COMMITTEE ON PASTOR-PARISH OR STAFF-PARISH RELATIONS (§ 258.2)**

Must be a professing member of the local church or associate member

Membership: not fewer than five nor more than nine persons; one of the members shall be a young adult (18-30) and one member may be a youth (12-18). In addition to the nine, the lay leader and a lay member of the annual conference shall be members. No staff member or immediate family member of a pastor or staff member may serve on the committee. Only one person from an immediate family residing in the same household shall serve on the committee.

Membership will be divided into three classes, one of which shall be elected each year for a three-year term. The lay member of the annual conference and the lay leader are exempt from the three-year rotation. **Members of the committee shall be able to succeed themselves for one three-year term.**

The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any other person accountable to the committee, or the chairperson of the committee.

## **BOARD OF TRUSTEES (§§ 258.3, 2525-2551)**

Not fewer than three nor more than nine persons. Recommended that at least one-third be laywomen and at least one-third be laymen. The trustees shall be of legal age as determined by law, and at least two-thirds shall be professing members of The United Methodist Church. No pastor is a voting member of the board of trustees unless elected as a member.

Members shall be divided into three classes, to serve for a term of three years. Self-succession is possible.

Within thirty days after the beginning of the new calendar or conference year (whichever applies to the term of office) the board shall convene for the purpose of electing officers. The board of trustees shall elect, to hold office for a term of one year, a chairperson, vice chairperson, secretary, and if need requires, a treasurer. The chairperson and vice-chairperson may not be from the same class. The chairperson shall be a professing member of the local church.

The majority of the members of the board of trustees shall constitute a quorum.  
*(Note: this is the only committee requiring a quorum for a duly called meeting.)*

## **COMMITTEE ON FINANCE (§ 258.4)**

Chairperson; the pastor(s); a lay member of the annual conference; the chairperson of the church council; the chair or rep from the committee on pastor-parish relations; a rep of the trustees selected by the trustees; the chairperson of the ministry group on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the church conference may determine. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote.

## **PROGRAM COMMITTEES**

Each local church is empowered to design a structure for program ministries that best assists the congregation in fulfilling the specific ministry and mission of that local church and shall provide a comprehensive program of nurture, outreach, and witness.

## **GENERAL INFORMATION**

The pastor may **not** “put” someone on a committee. The committee on nominations & leadership development does **not** appoint/elect people to committees. The committee on nominations & leadership development recommends persons for leadership positions. **The church conference (or church council between sessions of the church conference) elects persons into positions.**

The board of trustees is the only elected body that elects its own chairperson. All other chairpersons must be elected by the church conference/council.

The pastor shall be an ex officio member of all conferences, boards, councils, commission, committees, and task forces of the local church.