

# 1. CONGREGATIONALISM IN PARTNERSHIP

## Section 1.1: CHURCHES IN PARTNERSHIP

### Association of Churches

The National Association of Congregational Christian Churches is as its title says: a voluntary *association* of churches who claim a heritage and practice in the Congregational Way. As an Association, we do not create hierarchies that oversee local churches. It is from one another that we gain mutual encouragement and support. Ours is a tradition that has deep convictions based upon the Word of God as each person interprets that Word according to the dictates of conscience, under the enlightenment of the Holy Spirit.

### Diversity of Congregations

Since every Congregationalist possesses full liberty of conscience in interpreting the Gospel, we are a diverse group of people united under Christ. Our fellowship of churches embraces a diversity of theological viewpoints.

### Primacy of the Local Church

Every member church is fully self-governing and spiritually complete. There is no authority over the local church except for Christ. There is no outside ecclesiastical authority over the local church, including the National Association of Congregational Christian Churches. Because of this, the Association *does not*:

- Require member churches to adhere to a shared creed or statement of faith as a condition of membership
- Speak for all the member churches on issues of theology, politics or social concerns
- Credential clergy to ministerial service

### NACCC Websites

Learn more about us at our websites:

[www.naccc.org](http://www.naccc.org)

[www.centerforcongregationalleadership.org](http://www.centerforcongregationalleadership.org)

[www.congregationalist.org](http://www.congregationalist.org)

***If you have questions about anything in this handbook, please do not hesitate to contact your NACCC staff. We are here to assist you in your ministries!***

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## SECTION 1.2: COMMUNICATING WITH THE NACCC

### Communication is Key

The lifeblood of our voluntary association is *communication* between the local church and the NACCC. Communication is a two-way street: We need to hear from you, and you need to hear from us. We believe that communication is not simply a process of transferring information, but most fundamentally is a relationship between *people*—personal and important.

There are three main groups of people who handle communication within our association throughout the year: ***Year Round Delegates, Ambassadors, and NACCC Staff Members.***

### Year Round Delegate

Each member church is entitled and ***strongly encouraged*** to designate a Year Round Delegate as the main communication link between your church and the NACCC. While others—pastor, church administrator, moderator, etc.—also communicate with the NACCC in important ways, it is the *primary job* of the Year Round Delegate to keep the lines of communication open and free-flowing to support our partnership.

The Year Round Delegate should be willing to:

- Be the primary conduit for sharing information from the NACCC to the congregation.
- Be the person to convey the views and ideas of the congregation to the NACCC.
- Be, or become, computer literate, and participate effectively in online exchanges.

To designate or change your Year Round Delegate, send the following form to the NACCC office.

<u>Please Complete this Form to Name Your Church's Year Round Delegate</u>		
NAME:	_____	
EMAIL :	_____	
MAILING ADDRESS:	_____ CITY _____	STATE _____
PRIMARY, ALTERNATE PHONE NUMBERS:	_____	
CHURCH MEMBERSHIP	_____ CITY _____	STATE _____
CERTIFIED BY (PRINTED NAME):	_____	
SIGNED, OFFICE HELD	_____	
<p>For questions, please contact Linda Miller, <a href="mailto:lmiller@naccc.org">lmiller@naccc.org</a> or call 800.262.1620, Ext. 1618. Scan and email completed form to Linda, or return by mail to: NACCC, PO Box 288, Oak Creek, WI 53154, or FAX to 414.764.0319</p>		

## **Ambassadors**

NACCC Ambassadors are trained volunteers located around the country who attend church ordinations, installations and anniversary celebrations, bringing greetings from the NACCC. They help churches with the sometimes challenging process of searching for its next pastor and respond to churches considering membership in the NACCC. If you would like an ambassador to attend your church event or to help your church with a pastoral transition or with the process of joining our National Association, contact the Executive Secretary at the NACCC office.

## **NACCC Staff Members (*Phone 1-800-262-1620*)**

**Staff contact information: <http://www.naccc.org/staff.html>**

## Information Exchange

Communication involves an exchange of information—the *content* of communication—among NACCC churches, as well as between local churches and the National Association:

### Your Yearbook Information

The NACCC maintains an online Yearbook at [www.naccc.org](http://www.naccc.org), with information about our member churches. This Yearbook allows Association members, leaders, and staff to know key facts about your church. *You have control over your Yearbook information: An individual you designate* will be given a password to access and update your church's yearbook information. This individual may be the church's administrative assistant, the minister, the Year Round Delegate or anyone else charged with this administrative task. Keeping your information up-to-date is easy and done online. ***Please update your Yearbook information when a change occurs.***

***If your designated individual does not have an NACCC log-in (User name & Password), or is unsure if he or she has one, please call the NACCC office at 1-800-262-1620 for assistance.***

***If you have an NACCC account with a user name and password:***

- Go to [www.naccc.org](http://www.naccc.org).
- Click "Login" in the upper right hand corner.
- Fill in your user name and password.
- Click on "Church Info" tab on top.
- Click on the green cross next to your church name.
- Fill out your church information.

If you do not see "Church Info" or the correct church when you log in, call the NACCC office for assistance.

### Information from the NACCC

There are a variety of ways the NACCC puts information in your hands:

- ***YRD Links:*** These are regular e-newsletters from the NACCC to each church's Year Round Delegate, containing important information to be shared with the local church, or questions for the local church's consideration, or necessary information about the Year Round Delegate communication process.
- ***NA News:*** Published only online, six times a year. This contains updates on current NACCC events, Missions and Outreach needs, ordination anniversaries, and other vital information. An e-mail is sent to Year Round Delegates, Ministers, Moderators and current NACCC leadership to announce the posting of the newest issue.

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- *The Congregationalist*: A glossy full-color magazine, published in March, June, September and December, it is also available online at [www.congregationalist.org](http://www.congregationalist.org) and on Facebook. *The Congregationalist* contains articles on a variety of topics and events related to Congregationalism, church life and the NACCC. It is available for free to all member households of NACCC churches (though donations are welcome and encouraged). For more information, see Section 2.2.
- NACCC Website, [www.naccc.org](http://www.naccc.org): A treasure trove of information on NACCC programs, opportunities, publications, membership, church support and many other things.
- Center for Congregational Leadership Website, [www.centerforcongregationalleadership.org](http://www.centerforcongregationalleadership.org): An educational ministry of the NACCC, the Center website contains links to useful information and posts sponsored events and opportunities. You can also find the Center on Facebook.
- All Church Mailings: Sent to all member churches, by e-mail or postal mail, five times per year. These mailings contain information on events, worship aids, opportunities for giving, among other things.
- NACCC facebook page: you can follow us!

## **Celebrating and Praying with and for You.**

The NACCC staff celebrates with you significant events in the life of your church. We also pray for you, especially in times of challenge and difficulty. Please inform us if you have an ordination or installation of a pastor at your church, or if you are celebrating a significant church anniversary or other event. We will make every effort to have an NACCC representative present. If that is not possible, we would like to be able to send a letter of greeting and congratulations. Also, if you are facing a particular hardship, challenge or concern, please let us know so that we can pray for your strength, guidance and comfort. Did you know that one of our NACCC ministers regularly posts to Facebook three churches and a mission to pray for that day? We join him in those prayer requests.

Also, every year at the NACCC Annual Meeting and Conference, we remember Congregational leaders from our member churches who have passed on. These leaders might be ministers or lay people active at the state and national levels. Please notify us when such luminaries in your church have died. Submit that person's name to the Meeting Planner in the NACCC office, with a brief description of his or her contribution to your church and the Congregational Way. That person will be included in the necrology ceremony at the meeting.

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## SECTION 1.3: NACCC MEMBERSHIP REQUIREMENTS

### Active and Inactive Churches

A voluntary association is only as strong as its members are active and contributing. To be considered an active member of the NACCC a church must make a yearly financial contribution to the Shared Ministries Fund of the Association. This is the fund that supports the Administrative expenses of the NACCC. Active churches are also strongly encouraged to submit an annual statistical report for the Yearbook and select a Year Round Delegate (see section 1.2).

A member church which does not make a yearly financial contribution to the Shared Ministries Fund of the Association is in breach of fellowship and is considered to be an inactive member Church. A Church which breaches fellowship shall be notified by the Secretary of the Association that it has been placed on the list of inactive member Churches. An inactive Church shall be automatically restored to active status by making a contribution to the Shared Ministries Fund of the Association.

If a member Church is in breach of fellowship for three successive years, its name shall automatically be removed from the roll of member Churches and the name of its minister removed from the list of ministers in the Yearbook. This also terminates that minister's access to continued MMBB benefit services through the NACCC. Upon notification by the Secretary of the Association, a church removed from the membership rolls for this reason may reactivate its membership in the NACCC (and reinstate it's pastor's name to the list of ministers and MMBB services) by fulfilling all of the following: 1) take a vote to reactivate membership and, should that vote be in the affirmative, 2) send to the NACCC a record of the vote, information to update the church's yearbook entry, name and contact information for the church's Year Round Delegate, and a financial contribution to the Shared Ministries Fund.

### Required Contribution to the Shared Ministries Fund

As stated above, a member church is considered active by its contribution to the Shared Ministries Fund. This contribution is recorded in the NACCC fiscal year in which it was received. The NACCC fiscal year runs April 1 – March 31.

While the amount of this contribution is decided by the member church, a target contribution of "Fair Share" or more is desirable. The "Fair Share" designation is a per member amount that represents the contribution it would take to meet the NACCC budget (a budget approved by the member churches at the Annual Meeting) if every member contributed their "fair share." **The**

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**current “fair share” designation is \$13.00 per member.** A church is considered to be “fair share plus” when it donates \$15.00 or more per member. You do not need to contribute at the Fair Share or greater level to remain an active church, but you must contribute something to the Shared Ministry Fund.

## **Striving to be a Fair Share church**

Many churches strive to be a Fair Share church in creative ways. Some make the Fair Share contribution part of their annual budgets. Some consider it to be part of their Mission giving. Other churches ask each member to contribute their fair share directly in a special offering taken up by the church and forwarded to the NACCC. Still others hold special fund raising events (suppers, car washes, fairs, etc.) to raise money for their fair share. Some churches even contribute more than their fair share, to make it possible for some of our struggling member churches to still receive the benefits of NACCC membership.

## **The Blessing of Giving**

Your contribution to the Shared Ministries Fund supports the administration of a wide variety of programs and services to member churches. In this way, your church tangibly expresses its support for and encouragement of every other member church. We are stronger and more vibrant together than we are alone.

Contributions may be made on line by going to [www.naccc.org](http://www.naccc.org) and clicking on the “Donate Now” button. They may also be made by check, payable to NACCC Shared Ministries Fund and mailed to:

NACCC  
P.O. Box 288  
Oak Creek, WI 53154

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## SECTION 1.4: CLERGY STANDING

### The NACCC does not Confer Standing

As an association of churches (see section 1.1) the NACCC *does not* confer standing on ministers serving NACCC member churches. Such recognition is conferred by the local church upon its call to that person to be their minister. A minister who is serving an active member church or who is retired from a member church is listed in the NACCC Yearbook. Such listing only reflects your information given to us. It does not signify NACCC “standing.” There are several ecclesiastical designations conferred to individuals by the church, as follows.

### In Care Designation

The “in care” designation is given to members of the church who are entering seminary preparing to enter Congregational ministry. The student informs the minister and the Board of Deacons of his or her plans. If the Deacons see in this person the gifts for ministry, they recommend to the membership that the church vote to place the student in care, supporting the student with prayers and leadership opportunities. Some churches support the student financially as well, but this is optional.

### Licensure

Licensure represents the next level of recognition for the seminarian. It is conferred in the same way as in care status after the church has seen obvious growth and skill in the training for and practice of ministry. It confirms that preparation is proceeding satisfactorily. Moving from In Care to Licensure is also done by vote of the church. This allows both the church and the seminarian to acknowledge and rejoice in the growing wisdom and skill of the seminarian. With Licensure, the church now grants the seminarian the privilege of conducting weddings, funerals and sacraments on behalf of the church.

Licensure may also be extended to lay ministers in the congregation or to clergy who may be members of the church but not employed by the church. Licensure grants permission to perform all ministerial functions on behalf of the church and is extended by vote of the congregation. Steps usually include:

- A recommendation from the Deacons to the congregation to license a person
- The recommendation is brought before the congregation at a congregational meeting, including the reasons why the Deacons feel this is an appropriate step
- A vote is taken by the congregation.



Licensure should be reviewed and renewed annually, through the process noted above.

## Ordination

- Local
  - A local ordination occurs when a single church recognizes the gifts for ministry in a person they wish to call as their settled minister or to some other ministerial position in the church. It is called “local” because no other churches are asked for advice and guidance in the process. The ordination is valid as long as that person remains the settled minister of that particular church. When that person leaves, the status of his or her ordination is void. The process followed for local ordination is similar to that of licensure (see above). It is then followed by a service that includes ordination vows and an ordination prayer with the laying on of hands.
  
- Vicinage
  - Often, a church wishing to ordain an individual to the ministry seeks the counsel and advice of area churches as to the wisdom of their desire to ordain. A gathering of area churches for such a purpose is called an Ecclesiastical Council of the Vicinage (“Vicinage Council”). Ordination that occurs after a Vicinage Council recommends that the local church proceed to ordination is a more widely accepted and recognized ministerial status. While the ordination often takes place in conjunction with a call to a church, contemporary practice has also been for a person’s home church to ordain if preceded by a Vicinage Council. In seeking the guidance of a vicinage council, a church is looking for confirmation that they have discerned well the gifts of ministry that make the candidate fit for ordination. The local church is free to act upon the advice given by the Vicinage Council or not. If a Vicinage Council recommends that the church not ordain, this does not prevent the ordination if the church chooses to ignore the council’s advice. It does, however, mean that the ordination is a local one. Ordinations that proceed upon positive recognition of a Vicinage Council are recognized by other churches even when the minister has left the church that ordained.

## Lay Ministers

Increasingly, individuals are entering ministry without a seminary education. While a seminary education (M.Div.) is the “gold standard” for professional ministry, many churches are simply no longer able to afford the professional salary of a seminary-educated minister. Additionally, many people who feel called to ministry are “second career” and cannot enter into the traditional educational path which may require relinquishing a job, creating family hardship. Many in these circumstances enter a course of study with a mentor to be lay ministers. (The

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NACCC has a lay ministry program available.) Upon completion of the course of study, many churches recognize that person with a certificate of completion and invite them to serve as a minister in their midst. The church may also license the lay minister to perform ministerial duties (see above process). In rare cases, the church locally ordains that person.

## Resources

The Congregational Foundation for Theological Studies is a ministry of the NACCC that provides Congregational education and scholarship help to seminarians studying for ministry in Congregational churches. If you have a person in your church who is considering enrolling in seminary, or already is enrolled, encourage that person to be in touch with the NACCC for support and aid. You may contact the NACCC or go to [www.centerforcongregationalleadership.org](http://www.centerforcongregationalleadership.org) for more information.

The Lay Ministry Training Program is a program of the NACCC to equip people for ministry in their local churches. You may contact the NACCC or go to [www.centerforcongregationalleadership.org](http://www.centerforcongregationalleadership.org) for more information.

More can be learned about ecclesiastical standing in these resources:

- *From Call To Settlement*, Lloyd Hall
- *The Congregational Worship Book*, Henry David Gray
- *How to Gather and Order A Congregational Church*, A. Vaughn Abercrombie

All may be found online at the Center's website, [www.centerforcongregationalleaderhip.org](http://www.centerforcongregationalleaderhip.org).

NACCC advisors can help you through the process of conferring ecclesiastical standing.

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## SECTION 1.5: CLERGY AND LAITY OPPORTUNITIES

### Convocation

Every year, the NACCC hosts a gathering for clergy designed to provide continuing education, spiritual reflection and rest. This convocation in the central Midwest and usually begins on the second Monday after Easter, a perfect time for clergy to renew themselves. Many churches set aside money to send their pastor to this event, knowing that the spiritual rest their pastor gains benefits the church. Providing a way for your pastor to attend the convocation is not only a show of support, but also reminds the clergy person that the church wants and needs a pastor who is mindful of his or her health and well-being. Ultimately, it is the church that benefits from their clergy's experiences.

### Regional Retreats

Many State and Regional Associations also host local retreats for clergy. These gatherings help area clergy stay connected to each other, sustaining vital collegial relationships. Supporting your minister to attend regional retreats will also bless the church with a happier, healthier pastor.

### Congregational History and Polity Seminars – In Person and Online

This is an especially important seminar if the minister serving your church has come to you from a tradition that is not Congregational. Many times, a pastor from another tradition unknowingly misunderstands the Congregational Way because they do not have adequate knowledge or experience. When this happens, the result can be significant conflict in the church. Many churches **require** that their new pastor attend one of the History and Polity seminars in the first year he or she assumes the pastorate, writing the requirement directly into the terms of call. Other churches encourage their pastor to attend by granting paid time off to participate and providing a stipend to cover or offset expenses. If your pastor is from a tradition other than Congregational, the investment you make in sending her or him to this seminar could save you heartache down the road.

History and Polity seminars are not just for clergy who have come to your church from other traditions. Many laity attend to further their knowledge of and appreciation for their Congregational Heritage. Church leaders find the seminar helps them become more confident leaders. Seminars are held periodically at the Center for Congregational Leadership in Olivet, Michigan or a hosting church anywhere in the country. Information about upcoming seminars are posted on the Center's website, and advertised in other places and ways.

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There is also the opportunity to take the History and Polity course online. Launched in 2013, this course designed in two levels, Level I is suitable for clergy, laity, new member classes and confirmation. It is an introduction to Congregationalism. Level II is an advanced level for those who wish to learn more and is particularly aimed at clergy who have come to Congregationalism from other traditions. Upon completion of Level II, participants receive a certificate of completion.

## **Annual Meeting and Conference**

The most prominent NACCC event for laity and clergy is the Annual Meeting and Conference. The Annual Meeting is an important expression of Congregationalism where churches send an official delegate to help conduct the business of the assembled churches. The member churches *are* the National Association and it is at the Annual Meeting that churches come together to make decisions important to their common interests. While the delegates conduct the business, there is plenty for others to do. Many people who are not official delegates attend to partake in the fellowship and educational opportunities at the conference. (See more about the Annual Meeting and Conference in Section 2.3).

## **Silent Retreats**

Twice a year, the Society of Classical Retreat Guides hosts a silent retreat and invites clergy and laity to attend this time of spiritual reflection and renewal. One retreat is held just ahead of the Annual Meeting and Conference. The other, which usually meets for a longer duration of at least 2-3 days, typically takes place in the autumn and may occur regionally.

Members of the Society are available to lead or to train or assist others to lead Classical Silent Retreats for local churches or regional associations. There are offerings of varying lengths. Standard to all Classical Silent Retreats are prayer, devotional reading, and work in the quiet.

## **Continuing Education through the Center for Congregational Leadership**

The Center for Congregational Leadership hosts seminars on a variety of other topics of interest to the church and its leadership. Often, these seminars are held at the Center and are webcast around the country. Past topics have included:

- Stewardship
- Technology in Worship
- Web Savvy Ministry

to name a few.

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## The Congregational Symposium

Every other year, for the past 16 years, various churches around the country have hosted the Congregational Symposium. The Symposium brings together gifted speakers who have new insights in the basis and practice of Congregationalism. The Symposium gives clergy and laity an opportunity to be stimulated and challenged in a variety of ways. It also allows new friendships and connections to form. The Symposium is not a function of the NACCC and occurs only when a church is moved to host the next one. If no church emerges to host the symposium, it does not occur. The Center for Congregational Leadership provides advice and support to any church wanting to host the Symposium.

## The Youth Leader Training

From time to time, youth leaders from around the country are invited and encouraged to gather to hone their skills and discover new ideas together. These opportunities may occur in conjunction with other youth events or they may be promoted as opportunities for leaders to attend national youth ministry training events. The networking and fellowship that come from these gatherings encourages and strengthens those who are dedicated to this challenging ministry to youth.

## Service on Boards and Committees of the NACCC

Because the NACCC is an association of churches, it depends on representatives from member churches to join boards, councils and committees to guide the work and ministry of the NACCC. Opportunities abound! Some of those roles are filled through the nomination process and election by the delegates at the NACCC Annual Meeting and Conference. They include:

- **Moderator** – Serves as moderator of the Leadership Council and the Annual Meeting and Conference.
- **Vice Moderator** – Serves as moderator on the Board of Directors and typically assumes the role of moderator when the moderator's term of service ends.
- **Secretary** – Keeps a record of the proceedings and decisions of the Leadership Council, the Board of Directors and the Annual Meeting and Conference. Serves as official signatory of the corporation.
- **Treasurer** – Keeps a record of the financial expenditures of the corporation and reports the same to the Association.
- **Historian** – Keeps an accounting of significant proceedings of the Association and tends to the Association's archives.
- **Board of Directors** – Responsible for the fiduciary and policy oversight of the corporation.
- **Mission Outreach Ministry Council** – Responsible for the advancement of domestic and foreign missions as well as cultivating relationships with Olivet and Piedmont colleges,

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the International Congregational Fellowship, the American Congregational Association and ecumenical groups as appropriate.

- **Growth Ministry Council** – Responsible for supporting the establishment of new Congregational churches, encouraging and supporting local church in youth programming, providing youth programs at the national level, encouraging churches in their use of technology and developing worship and spiritual growth resources for churches.
- **Vitality Ministry Council** – Responsible for supporting seminarians, overseeing advisory services for member churches, promoting knowledge and understanding of the Congregational Way, providing leadership development events for clergy and laity, and advancing lay ministry.
- **Credentials Committee** – Tracks and reports the credentials and statistics of Annual Meeting and Conference representation.
- **Nominating Committee** – Receives and puts forth nominations for elected positions. This committee's members are nominated and elected from the floor of the Annual Meeting and Conference.

The Leadership Council is made up of members who serve by virtue of holding other elected or appointed positions in the NACCC:

- **Leadership Council** – Comprised of two members of each Ministry Council as well as the moderator, moderator elect and youth representative, this Council is responsible for casting vision and prioritizing programs and services of the NACCC, overseeing the Annual Meeting and Conference, sustaining the relationship with the Year Round Delegates, tending to inquiring churches and advancing their membership, and providing ceremonial and ambassadorial functions to the churches. The Treasurer and Secretary serve with voice but no vote.

Some positions are on task teams and are appointed directly by the Councils. These include all task teams of the Ministry Councils, Leadership Council, and Board of Directors including (to name just a few):

- Missions
- Congregational Foundation for Theological Studies
- Youth
- Annual Meeting and Conference Team

While the Councils are charged with oversight of program areas, the Task Teams are responsible for the hands-on work required to fulfill program objectives.

Ad hoc committee opportunities are created from time to time, depending on needs and circumstances. Additionally, the NACCC maintains a team of volunteer ambassadors who represent the NACCC at ordinations, installations, church anniversaries, and other special

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occasions. They also help guide member churches through the search process for a minister and respond to inquiries from churches who are considering membership in the NACCC. Nominations are handled through the Nominating Committee of the NACCC. It is their job to solicit the names of interested people and put selected people in nomination before the delegate body of the Annual Meeting. They encourage the submission of nominations all year long. On the next page, you will find a nomination form you may copy and use. **All year long, but especially when you receive information from them, please consider who in your church might have an interest in, and aptitude for any of the numerous opportunities available.** The NACCC is made strong and effective by the work of many people.

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## NACCC'S Nomination FORM

### DEADLINE for JUNE Nominations IS FEBRUARY 1

Please submit a separate form for each person nominated - Forms may be downloaded from our Website at [www.naccc.org](http://www.naccc.org); Resources; Forms; Nomination Forms. (Please contact the individual being nominated before submitting this form.)

**For Officers, Credentials and the Annual Meeting & Conference Team, please select position by checking a box in the left column. All other positions are contingent upon consideration of new bylaws. NOTE: Please refer to the Website at the location referenced above, for a description of all positions. Please select area of interest in the right column. The combined Nominating Committees may then align individuals (with their consent) with positions that will be available for election at the 2014 Annual Meeting & Conference.**

POSITION OR AREA OF INTEREST FOR WHICH CANDIDATE IS RECOMMENDED: (check any that apply)

<p>Moderator (continues from prior election)</p> <p>Vice Moderator (serves four years; 2 as Vice Moderator and 2 as Moderator)</p> <p>Secretary (1 year term)</p> <p>Treasurer (1 year term)</p> <p>Historian (1 year term)</p> <p>Credentials Committee (2 year term)</p> <p>Annual Meeting and Conference Team</p> <p>Member-at-Large (3 year term)</p>	<p>Missions</p> <p>Ministerial Training</p> <p>Youth Activities</p> <p>Conflict Resolution</p> <p>Church Planting and Revitalization</p> <p>Financial Planning</p> <p>Personnel and Policy Development</p> <p>Fund Raising</p> <p>Communications and Publications</p>
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NAME OF INDIVIDUAL: \_\_\_\_\_

CLERGY or LAITY <small>(Please circle)</small>	MALE or FEMALE (optional) <small>(Please circle)</small>	AGE _____ (optional)
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HOME ADDRESS: \_\_\_\_\_  
Street City State ZIP

PHONE: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

NAME AND ADDRESS OF NACCC MEMBER CHURCH: (must have active status) \_\_\_\_\_

SERVICE AND ACTIVITIES WITHIN:

- Local Church:
- Regional Association:
- National Association:

IS NOMINEE COMFORTABLE WITH AND HAVE FREQUENT ACCESS TO A COMPUTER? Yes / No

PLEASE PROVIDE TWO REFERENCES:

Name: _____	Phone: _____
Address: _____	
Email: _____	
Name: _____	Phone: _____
Address: _____	
Email: _____	

Has this individual been contacted and agreed to serve if nominated? Yes / No



Please provide, along with this form, a very brief profile of the person being nominated.

Nomination SUBMITTED BY: (Individual, Group, Church, Etc.) \_\_\_\_\_

(Please Print: Name, Address, phone, E-mail)

Signed \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN TO: NACCC NOMINATING COMMITTEES c PO BOX 288 c OAK CREEK, WI c 53154;  
Fax to: (414) 764 0819 Email  
[cdahm@nacc.org](mailto:cdahm@nacc.org)

### Leadership Team Travel Policy – (as of June 2013)

The travel policy for the NACCC Leadership Team is determined by the Executive Committee (under the current structure and the Board of Directors under the new structure). The following is a brief overview of that policy, which may be subject to change as policies are revised in response to the needs of our new structure. While the Policy states clearly that the NACCC will pay for a portion of the expenses for Leadership Team members to attend the Annual Meeting and Conference (and, if appropriate, pre-meetings), please consider whether you might further subsidize your own travel. All NACCC Leadership Team members are asked to cover up to 100% of the cost to attend the Annual Meeting and Conference (AMC), if possible, through personal funds or subsidies from their church or state/regional association.

#### Policy outline:

1. The NACCC will pay for a portion of Leadership Team expenses for one face-to-face meeting each year, to coincide with the AMC, as follows:
  - a. Costs to get to the meeting (transportation of any kind and meals en route) are to be covered by the Leadership Team member.
  - b. Costs for any meals other than group meals\* at the AMC are to be covered by the Leadership Team member.
  - c. Registration, room (1/2 of double occupancy rate), and AMC group meals\* are all covered by the NACCC, through the Shared Ministries Fund or individual group travel budget.
  - d. Pre-meetings: Only authorized Leadership Team members will be covered for pre-meeting expenses. (Note: The groups listed in *italics* in #2 below generally do not meet for pre-meetings. If you are unsure whether you are covered, contact the NACCC office.)
2. The "Leadership Team" is defined as: Board of Directors, Officers, Executive Committee, Leadership Council, Ministry Councils (Growth, Missions, & Vitality), Youth Commission, *Credentials Committee, and Annual Meeting and Conference Team members-at-large.*
3. Beginning with the 2014-2015 fiscal year, the NACCC will budget \$3,000 annually to cover travel costs for Leadership Team members who cannot afford to cover their travel costs to attend the meeting. These members are encouraged to apply for funding, with the actual amount awarded based on the expressed needs of the individual, not to exceed \$400 per person. Should the total amount requested for any given year exceed the budget, gifts will be prorated. Requests will be handled confidentially by the Executive Secretary or her/his staff designee.

\* Group meals are defined as those meals included on the registration form that are not special gatherings. As these can vary each year, Leadership Team members should consult annually with the NA's Meeting Planner to confirm which meals are covered by the NACCC.

Updated 7/16/2014

1. Congregationalism in Partnership

Section 1.5

Clergy and Laity Opportunities

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