
Deacon Nominating Procedure

1. From the list of eligible church members provided by the committee chairman, each member of the Deacon Nominating Committee selects up to 48 names (six for each vacancy) as possible nominees for deacon.
2. Deacon Nominating Committee meets in the spring, not later than April, to tally nominations and identify up to 48 nominees with the most votes.
3. Each nominee is contacted via letter with a packet of information to aid each individual in making a decision on whether to be considered as a candidate for deacon.
4. Informational sessions are held to allow candidates to ask questions of the committee and active Deacon(s) prior to making their decision.
5. Candidates return a letter to the committee by a deadline set by the committee, indicating their desire to accept or decline the opportunity to be considered for deacon nomination.
6. From a list of candidates who choose to be considered, the committee identifies up to 48 nominees to be presented to the church for election.
7. No later than May, the 48 nominees shall be published in the church newsletter requesting any additional nominees by the church body by a deadline set by the committee.
8. Changes are made to the list of nominees as a result of requested additions. Only those members receiving three or more nominations are to be added to the list. After adjustments, if the list is less than 48 names, the committee has the discretion of adding additional names from the initial tally to bring the number of nominees back to 48.
9. Steps 3 – 5 are repeated for new nominees.
10. A special business conference is scheduled in the spring or early summer for the purpose of deacon election by the church. This special business conference will normally be held at the end of the regular Sunday morning service and should be announced to the church at least two weeks prior to the set date.
11. The final list of nominees should be published via church newsletter stating the set date for the deacon election to be held.
12. Ballots, regular and absentee, are printed, controlled, and ready for use. Church office normally controls issuance and receipt of absentee ballots.

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13. During the special business conference, the Moderator instructs the congregation on the balloting process. The ushers distribute the ballots to church members only and, when instructed, collect the ballots and give them to the Deacon Nominating Committee.
14. The committee tallies the ballots and determines the candidates with the most votes. Committee contacts, via phone call and letter, the eight candidates receiving the most votes, indicating that the church has chosen them to serve as deacon. The remaining candidates are also contacted, informing them that their service is not required at this time.
15. The church is informed of the election results via newsletter.
16. Deacon Nominating Committee reports the selectees names to the church at the August business conference. The church is requested to vote on acceptance of the report.
17. In the event a deacon vacancy occurs due to an unexpired term, the Deacon Nominating Committee will nominate a qualified church member who has agreed to complete the remaining term being vacated. The same guidelines will be used as for the annual nomination process.