

NACCC'S RECOMMENDATION FORM

OFFICERS, EXECUTIVE COMMITTEE, AND CREDENTIALS COMMITTEE

(WE ENCOURAGE RECOMMENDATIONS THROUGHOUT THE YEAR)

DEADLINE FOR JUNE 2011 RECOMMENDATIONS IS February 1, 2011

(Please use a separate form for each recommendation which may be downloaded at www.nachuch.org and contact the recommended individual before submitting this form.)

POSITION FOR WHICH RECOMMENDED: _____

(See reverse for description of responsibilities, time commitments and areas of interest and expertise)

NAME OF INDIVIDUAL: _____

CLERGY OR LAITY
(please circle)

MALE OR FEMALE (optional)
(please circle)

AGE _____ (optional)

HOME ADDRESS: _____
STREET CITY STATE ZIP

PHONE: Home _____ Work: _____ Cell: _____

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

E-MAIL ADDRESS: _____

OCCUPATION: _____

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

SERVICE AND ACTIVITIES WITHIN:

Local Church: _____

Regional Association: _____

National Association: _____

_____ This individual has been contacted and has agreed to serve if nominated.

Please check

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

PLEASE PROVIDE TWO REFERENCES:

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

RECOMMENDATION SUBMITTED BY: (Individual, Group, Church, Board, Etc.)

Name (please print), Address, Phone, E-mail

Signed _____ Date _____

PLEASE RETURN TO: NACCC NOMINATING COMMITTEE - PO BOX 288 - OAK CREEK, WI - 53154;

Fax to: (414) 764-0319; or E-mail to: cdahm@naccc.org

Please see the reverse side for a description of each position.

RESPONSIBILITIES AND FUNCTIONS OF THE OFFICERS AND COMMITTEE MEMBERS OF THE NATIONAL ASSOCIATION OF CONGREGATIONAL CHRISTIAN CHURCHES

Please check the position for which the individual is recommended. Use a separate sheet for each recommendation.

_____ **MODERATOR** (one-year term): The Moderator presides at meetings of the Association. He/she has the opportunity to deliver an address upon a subject of his/her choosing at the Annual Meeting over which he/she is presiding. The Moderator is the person primarily responsible for choosing the theme of the Annual Meeting and for selecting participants (i.e. Bible Lecturer, Morning Devotion Leaders, etc.)

_____ **MODERATOR-ELECT** (two-year term; the first year of that term the Moderator-Elect shall serve as Moderator-Elect; the second year of the term, the Moderator-Elect shall succeed to the office of Moderator): In order to obtain quality program participants, a two-year lead time is needed for the Annual Meeting. Consequently, we choose a Moderator-Elect two years prior to the meeting over which he/she will preside as Moderator. Generally, the nominee for Moderator-Elect is selected from recommendations based upon distinguished service to the Congregational Christian Churches over a long period of time.

_____ **SECRETARY** (one-year term): The Secretary keeps a full and accurate record of the proceedings of the Congregational Christian Churches and of the Executive Committee. He/she keeps records of membership and attendance, receives official communications and sends notices and correspondence as directed by the Association or the Executive Committee. This is a job that requires a lot of time, skill, commitment and dedication. A deep familiarity with the ways of the Association is a practical prerequisite.

_____ **TREASURER** (one-year term): The Treasurer is the custodian of the funds of the Association. He/she is responsible for receiving all contributions and for disbursing funds under the direction of the Executive Committee. He/she reports to the Executive Committee upon request and to the Association at each Annual Meeting. In practice, while the responsibility belongs to the Treasurer, he/she delegates much of the everyday, normal operating financial functions to staff members whose activities he/she monitors and oversees. Business acumen, dedication to and familiarity with the Association are practical musts.

_____ **HISTORIAN** (one-year term): The Historian keeps a written chronology of important historical events and accomplishments of the Congregational Christian Churches; and oversees the maintenance of the archival records.

_____ **EXECUTIVE COMMITTEE** (four-year term): The Executive Committee acts as the Association between meetings of the Association. This is the group of people who act as the decision making group of the Association. While all of their actions are subject to ratification and review of the Association, most recommendations for actions taken by the Association pass through the Executive Committee. Conversely, many proposals, ideas and suggestions progress no further than the Executive Committee. The Executive Committee's responsibilities include the following:

1. Appoint Executive Secretaries (Subject to ratification by Annual Meeting delegates at the Annual Meeting.)
2. Appoint people to serve on certain Committees.
3. Nominating people to serve on Divisions.
4. Overseeing the work of the entire Association and making financial decisions.
5. Preparing the budget to be presented to delegates for approval at the Annual Meeting.
6. Serving as the Board of Directors of the Corporation for the National Association of Congregational Christian Churches.

_____ **CREDENTIALS COMMITTEE** (two-year term): At the Annual Meeting this committee shall certify the existence of a quorum and shall prepare a final report to be presented before the conclusion of the Annual Meeting showing the roll of member churches of the Association represented at the meeting with the names of their official delegates and alternate delegates as determined by the presentation of credentials from the electing churches.

PLEASE USE THIS SPACE FOR ADDITIONAL INFORMATION WHICH WOULD BE HELPFUL