

# NACCC Nomination Form

For Officers, Board of Directors, Leadership Council, and Ministry Councils

(WE ENCOURAGE Nominations THROUGHOUT THE YEAR)

**DEADLINE FOR JUNE 2021 Elections IS January 15, 2021 to begin serving at the conclusion of the 2021 Annual Meeting**

Please submit a separate form for each person nominated.

Forms may be downloaded from our Website at [www.naccc.org](http://www.naccc.org)

**NOTE: Please refer to the Website, at the location referenced above, for a description of all positions. Due to the nature of our meetings, all elected positions require proficiency with and access to a computer and the internet.**

POSITION FOR WHICH CANDIDATE IS RECOMMENDED: (check any that apply)

- Moderator (2 year term – continues from prior election)
- Vice-Moderator (2 year term – continues from prior election)
- Secretary\* (1 year term; June 2021-June 2022)
- Treasurer\* (1 year term; June 2021-June 2022)
- Historian\* (1 year term; June 2021-June 2022)
- Board of Directors (4 year term)
- Youth Representative – Leadership Council\* (1 year term; June 2021-June 2022)
- Growth Ministry Council (3 year term)
- Mission and Outreach Ministry Council (3 year term)
- Vitality Ministry Council (3 year term)
- Annual Meeting and Conference Committee Member-at-Large (3 year term)

**Please note:** Positions that are shaded are not up for election this year. Those with an asterisk (\*) beside them may have an incumbent prepared to continue in office.

NAME OF INDIVIDUAL BEING NOMINATED: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
Street City State ZIP

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

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

NOMINEE'S NACCC MEMBER CHURCH: (must have active member status) \_\_\_\_\_

SPECIFIC SKILLS THE NOMINEE BRINGS TO THIS POSITION: \_\_\_\_\_

NOMINEE'S SERVICE AND ACTIVITIES WITHIN:

Local Church: \_\_\_\_\_

Regional Association: \_\_\_\_\_

National Association: \_\_\_\_\_

PLEASE PROVIDE A REFERENCE FOR THIS INDIVIDUAL, IN ADDITION TO YOURSELF:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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

Has this person read the position description, expectations, and travel policy? Yes / No  
(Please contact them and ask before submitting this form.)

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

(Please Print - Name, Phone, E-mail)

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

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

Phone: (800) 262-1620

**ELECTED POSITIONS  
of the  
NATIONAL ASSOCIATION OF CONGREGATIONAL CHRISTIAN CHURCHES**

Here is a brief description of our elected positions. All are expected to attend the Annual Meeting and Conference and participate in pre-meetings (up to 3 days prior to the AMC), with a portion of expenses covered by the NACCC. Most meetings are via conference call on a monthly basis. The nominee needs to be comfortable using email, PDFs, and Trello. Please consider the areas of experience and/or interest for the recommended individual with those listed below. Please submit a separate form for each individual being recommended.

**BOARD OF DIRECTORS** (7 members, 4 with staggered 4-year terms.)

Governing board of the NACCC Corporation. Acts for the NACCC between its meetings, with actions subject to ratification and review by the member church delegates. The group is tasked with oversight of finance, personnel, property, and legal affairs, while offering leadership and vision.

**LEADERSHIP COUNCIL** (11 members, including officers, Ministry Council & Youth representatives, most serving 1-year terms.)

Governing board of the NACCC Association. Acts for the Association between its meetings, with actions subject to ratification and review by the member church delegates. The group is tasked with oversight of all programming, while offering leadership and vision.

**MINISTRY COUNCILS** (5 members each, elected for up to two, 3-year terms.)

The Mission and Outreach Ministry Council is responsible for encouraging and supporting congregations of the NACCC in their mission of spreading the word and work of Christ in the world - both locally and globally. We accomplish this through ongoing communication and support of our NA missions and by shepherding task teams dedicated to promoting and supporting missions, communication with state/regional associations, and maintaining relationships with outside organizations, including our NACCC-affiliated colleges, the Congregational Library, and AMCO/ICF. Additionally, this council will meet at the site of a national mission in the Fall of each year for several days of planning.

The Vitality Ministry Council's goal and our subsequent responsibilities revolve around strengthening the local church. We work to encourage and support the local church through such methods as providing: financial and spiritual support for seminary students, ministerial and lay training programs, enhancing vitalization efforts, offering assistance in clergy-congregational matters, establishing avenues for recognition and awards, and other programs in both the areas of the tangible and intangible. We accomplish this through monthly conference calls and shepherding the task teams dedicated to working on each of the above items. Each member of the VCM is expected to convene and work with one or more task teams which also meet via conference calls.

The Growth Ministry Council's areas of responsibility are: 1) the establishment of new Congregational churches; 2) the development of meaningful and God-honoring worship and spiritual growth experiences; 3) the development of local church ministries with young people; 4) providing leadership for the NACCC-wide youth programs; and 5) providing support for the effective use of technology in the local church. We accomplish this through monthly conference call meetings and shepherding the task teams dedicated to working on each of the above areas. Each member of the Growth Ministry Council is asked to assist in the work of one or more task teams.

**OFFICERS**

The Moderator (two-year term) shall preside at all meetings of the Association and serve as Chair of the Leadership Council and the Co-Facilitator of the Annual Meeting and Conference Committee, with vote.

The Vice-Moderator (two-year term) shall assist the Moderator, serve as a voting member on the Board of Directors of the Corporation, the Leadership Council, and on the Annual Meeting and Conference Committee as defined by the Bylaws. The Vice-Moderator shall automatically be nominated to succeed to the office of Moderator.

The Secretary (one-year term) keeps a full and accurate record of the proceedings of the NACCC and of the Board of Directors, and Leadership Council. He/she keeps records of membership and attendance, receives official communications and sends notices and correspondence as directed. This is a job that requires a lot of time, skill, and dedication. A deep familiarity with the ways of the Association is a practical prerequisite.

The Treasurer (one-year term) is the custodian of the funds of the Association. He/she is responsible for all finances under the direction of the Board of Directors and reports to them and to the Association at each Annual Meeting. The Treasurer delegates much of the everyday, operating financial functions to staff members whose activities he/she monitors and oversees. Business acumen, dedication to and familiarity with the Association required.

The Historian (one-year term) keeps a written chronology of important historical events and accomplishments of the NACCC, offers an annual Necrology, and oversees the maintenance of the archival records.

**ANNUAL MEETING AND CONFERENCE COMMITTEE – MEMBERS-AT-LARGE** (3 members, staggered 3-year terms)

The Annual Meeting & Conference Committee assists local Host Committees and NACCC staff in planning the programming for the Annual Meeting and Conference. Members-at-Large also constitute the Credentials Committee at the Annual Meeting and Conference. The Credentials Committee shall certify the existence of a quorum and prepare a final report to be presented before the conclusion of the Meeting showing the roll of member churches represented, with the names of their official delegates and alternate delegates, as determined by the presentation of credentials from the electing churches. Members-at-Large should have an understanding of/interest in event planning.

**NACCC LEADERSHIP TEAM**  
**EXPECTATIONS AND RESPONSIBILITY SHEET**  
**Approved December 2016**

One of the gifts of the Spirit mentioned in the New Testament scripture is administration.

The need for a strong, visionary, and committed administrative leadership team, takes approximately 100 people (including boards, councils, officers, teams, and special appointed groups) from our member churches. The Leadership Council has adopted the following list of expectations and responsibilities for those who serve.

**Expectations and Responsibilities:**

1. Support and pray for the mission of the NACCC and its member churches.
2. Membership in a NACCC church that contributes at least 50% of the Fair Share (Fair Share is \$13 per active member of the church) or commit to working with church membership to reach this level of giving.
3. Advocate for financial support in your church's budget, for the work of your state, regional, and National Association.
4. Obedience to and familiarity with the governing documents (articles and bylaws and policies) of the NACCC and the particular council or board on which you serve as well as state and federal laws.
5. Complete and sign a Conflict of Interest Policy Statement annually.
6. Faithful attendance at meetings of your board, council, or team. (Missing three meetings annually without being excused by the chairperson shall constitute disinterest or inability to fulfill requirements of your work and may lead to removal from office.)
7. Participate in fundraising/networking efforts by making an annual financial contribution to the NACCC Shared Ministries Fund.
8. Come prepared to all meetings/conference calls by reviewing agenda and supporting materials, and evaluate financial expenditures in order to make informed decisions.
9. Respond respectfully to all decisions reached, appropriately observing the confidentiality of discussions in committee.
10. Serve subcommittees/teams as needed.
11. Pay for all or part of your expenses associated with attendance at all meetings, and/or encourage your church or state/regional association to assist with expenses.
12. Communicate the work of the NACCC to your church or other NACCC churches. Including, but not limited to, church leadership, church newsletters, annual reports and websites.
13. Coordinate with other leadership members from your region or state to advocate and report on the work of the NACCC at state and regional gatherings and encourage your church's participation in the meetings, retreats and workshops offered.

# NATIONAL ASSOCIATION OF CONGREGATIONAL CHRISTIAN CHURCHES

## Leadership Team Travel Policy Overview

[revised March 2019]

The travel policy for the NACCC Leadership Team is determined by the Board of Directors. The following is a brief overview of that policy. 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 as much of the cost to attend the Annual Meeting and Conference (AMC) (up to 100% of the cost, 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 group 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, Leadership Council, Ministry Councils (Growth, Missions, & Vitality), *and Annual Meeting and Conference Committee Members-at-Large*.
3. Beginning with the 2014-2015 fiscal year, the NACCC has limited additional funds 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 \$500 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 Director 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 NACCC’s Meeting Planner to confirm which meals are covered by the NACCC.*