



## **ELECTED LEADERSHIP POSITIONS**

All elected leadership are expected to attend the Annual Meeting and Conference (AMC) 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 monthly via conference call or zoom. The nominee must be comfortable using email, PDFs, Trello Boards, and Zoom.

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

Governing board of the NACCC Corporation. 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 representative, serving 1-year terms.)

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 congregations in their mission of spreading the word and work of Christ in the world. We accomplish this through ongoing communication and support of our NACCC missions and are dedicated to promoting communication with state/regional associations, and maintaining relationships with outside organizations, including NACCC-affiliated colleges, the Congregational Library, and AMCO/ICF.

The Vitality Ministry Council's responsibilities revolve around strengthening the local church. We work to encourage and support the local church by providing financial and spiritual support for seminary students, ministerial and lay training programs, enhancing vitalization efforts, helping in clergy-congregational matters, and other programs.

The Growth Ministry Council's areas of responsibility are the development of meaningful and God-honoring worship and spiritual growth experiences, the development of local church ministries with young people, and providing leadership for the NACCC-wide youth programs.

### **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.

The Treasurer (one-year term) is the custodian of the funds of the NACCC. He/she is responsible for all finances under the direction of the Board of Directors. The Treasurer delegates much of the everyday, operating financial functions to staff members whose activities he/she monitors and oversees.

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 AMC. Members-at-Large also constitute the Credentials Committee at the Annual Meeting and should understand and have interest in event planning.



## **Leadership Team Travel Policy Overview** [revised March 2019]

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 (AMC), and, if appropriate, pre-meetings, please consider subsidizing your own travel. All NACCC Leadership Team members are asked to cover as much of the cost, up to 100%, to attend the AMC, 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 travel to the meeting, including transportation and meals 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. This does not include AMC committee members at large, who do not have pre-meeting). 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. 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 award not to exceed \$500 per person. Requests will be handled confidentially by the Executive Director.

*\* 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.*



## **LEADERSHIP POSITION** **EXPECTATIONS AND RESPONSIBILITIES**

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 engages many individuals (including boards, councils, officers, committees, task teams, and special appointed groups) from our member churches.

### **EXPECTATIONS AND RESPONSIBILITIES**

1. Support and pray for the mission of the NACCC and its member churches.
2. Membership in a NACCC active member church that contributes annually **at least 50% of the Fair Share level giving** to the Shared Ministries Fund **or commit to working with church membership to reach this level of giving.** (Fair Share giving level is \$13 per member of the church).
3. Make an annual financial contribution to the NACCC Shared Ministries Fund by September 30<sup>th</sup>.
4. Familiarity with the governing documents (articles and bylaws and policies) of the NACCC.
5. Sign a "Conflict-of-Interest" Policy Statement annually.
6. Faithful attendance at meetings. (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. Respond respectfully to all decisions reached, appropriately observing the confidentiality of discussions.
8. Pay for all or part of your expenses associated with attendance at all meetings, and/or encourage your church to assist with expenses.
9. Communicate the work of the NACCC to your church and/or other NACCC churches, including, but not limited to, church leadership, church newsletters, annual reports, and websites.



## **Nomination Form**

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

**NOMINATIONS ACCEPTED THROUGHOUT THE YEAR**

**SELF-NOMINATION WELCOME AND ENCOURAGED**

**FY2023 Election Deadline is January 15, 2023, service will begin at the conclusion of the June 2023 Annual Meeting**

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

**Due to the nature of our meetings, we require that all elected leaders be proficient with, and have 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 2023-June 2024)
- Treasurer\* (1-year term; June 2023-June 2024)
- Historian\* (1-year term; June 2023-June 2024)
- Board of Directors (4-year term)
- Youth Representative – Leadership Council\* (1-year term; June 2023-June 2024)
- 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)
- Serve on a non-elected committee or task team

**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 NOMINEE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE/ HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK \_\_\_\_\_

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

OCCUPATION: \_\_\_\_\_

NOMINEE'S CHURCH NAME: (CHURCH must have active member status in the NACCC):

CITY \_\_\_\_\_ STATE \_\_\_\_\_

SPECIFIC SKILLS AND INTEREST LEVEL THE NOMINEE BRINGS TO THE POSITION:

NOMINEE'S SERVICE AND ACTIVITIES WITHIN:

Local Church:

Regional Association:

National Association:

Other community organizations/non-profits:

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

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 the nominee and ask before answering and submitting this form.)**

NOMINATION SUBMITTED BY: \_\_\_\_\_

INDIVIDUAL / CHURCH / GROUP

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO:**

NACCC NOMINATING COMMITTEE

PO BOX 288

OAK CREEK, WI 53154

Or scan and email to: [Cdahm@naccc.org](mailto:Cdahm@naccc.org)

For questions contact: 800-262-1620