
Deacon Nominating Procedure

1. In the Spring but not later than April, the Deacon Nominating Committee shall solicit Deacon nominations from the church body using a Deacon Nomination Ballot.
2. Those members nominated by the congregation shall be determined to be qualified by the Deacon Nominating Committee using a list of eligible members provided by the church office.
3. The Deacon Nominating Committee will, under the guidance of the Holy Spirit, seek a good balance of the membership at large in selecting the nominees.
4. Each member of the Deacon Nominating Committee will nominate additional candidates based on a list of those eligible to be nominated independent of nominations from church members.
5. After tallying the number of eligible nominations from the church body and the Committee, the Committee chooses to whom to send letters based on the number of nominations each member receives.
6. Those members receiving three (3) or more nominations will be added first to the list to receive letters.
7. The Committee may then choose to add other nominations to have a larger pool of candidates.
8. Letters will be sent to the nominees requesting a response to accept or decline the nomination.
9. Those candidates accepting the nomination will complete a detailed response to several interview questions related to Deacon qualifications and the candidate's personal and spiritual background. After contacting and obtaining consent of those selected, the Committee identifies nominees to be presented to the church for election.
10. An information session will be held for Deacon nominees to clarify the roles, duties, and responsibilities of a Deacon and to answer any questions the nominees may have.
11. The list of Deacon Nominees will be published and advertised for the Church's consideration.
12. If Deacon nominees exceed the number of vacancies, a Deacon nomination ballot shall be submitted to the membership in the Summer but not later than the last Sunday of July for voting. Announcement of the vote date shall be announced the previous two weeks at Sunday morning worship services. Absentee voting for Deacon election may be done in person in the church office seven days prior to the announced election date. Voting ballots will be available in the church office. Members must sign their voting ballot and deposit it in the church office. In the event a member cannot vote in person, they may have a deacon representative of the church deliver their signed voting ballot on their behalf to the church office within seven days prior to the election.

13. In the event Deacon nominees are equal to the number of vacancies, no ballot vote shall be required. These Deacons may be elected by acclamation at a called church conference or a regularly scheduled church conference.
14. If there is a ballot vote, the Deacon Nominating Committee shall compile the names receiving the highest number of votes, equal to the number of Deacons to be elected. In the event of a tie vote among nominees, the members of the Committee shall vote to break the tie.
15. The Deacon Nominating Committee shall contact all Deacon nominees and inform each of them of the election results.
16. If after the Deacon election described above, a qualified nominee who is elected declines to serve as a Deacon, the Deacon Nominating Committee will prepare for a final vote by the congregation at its August Church Conference a list of qualified nominees who have agreed to serve, with one nominee for each vacancy. If after the Deacon election described above all qualified nominees who are elected agree to serve, then the Deacon election shall be final and no further vote by the congregation shall be necessary.
17. In the event of a vacancy, the Deacon Nominating Committee will nominate a qualified person who has agreed to complete the remaining term being vacated. The Deacon Nominating Committee will follow the same guidelines as for annual nominations, except vote by ballot. The nomination will be elected by acclamation of the congregation at a regularly scheduled or called church conference. The newly elected deacon shall serve for the remainder of the term of the person whom they are replacing and shall be eligible for re-election for a subsequent term if the term served was one and one-half years or less.