

# ANNUAL MEETING CHECKLIST

The Annual Meeting of the Local church is part of our mutual inspiration and accountability. The meeting need not be overly formal; as a matter of fact, it should be inspirational in nature. While it need not be a starchy kind of business meeting, it is important to hold the meeting annually as prescribed by our covenant, the Manual of the Church of the Nazarene. The Annual Meeting helps provide a system of accountability for our leaders in local churches, a process for selection of leaders annually by the membership of the church, and the selection of delegates to the District Assembly and Conventions. Please prepare for this event and plan for it well. You will be glad you did. Please feel free to use the following checklist as a guide in your preparations.

- Review the entire checklist below and the Manual ¶113-113.14.
- Review the "[Helping Pastors with their Annual Church Meeting](#)" document prepared by the General Secretary's office.
- Confirm the date of District Assembly at [www.vanaz.org](http://www.vanaz.org) and place it on your personal and church calendars.
- Make preparations to ensure your Annual Pastor's Report is completed by the requested deadline. Please check the district website or consult the district office to confirm the deadline for this report.
- Prepare a list of persons to serve as the Nominating Committee for your local church. The Nominating Committee should consist of not fewer than three nor more than seven members of the church, including the pastor. The pastor serves as the chairperson of the committee (Manual ¶ 113.10). Those selected should be:
  - active members of the local church who profess the experience of entire sanctification and whose lives bear public witness to the grace of God that calls us to a holy life (¶ 33).
  - those who are in harmony with the doctrines, polity, and practices of "The Covenant of Christian Conduct" of the Church of the Nazarene (¶ 33).
  - those who support the local church faithfully in attendance and with tithes and offerings (¶ 33).

Have the proposed list of Nominating Committee members approved and/or ratified by the Church Board. With the Nominating Committee, secure nominations for officers, boards, and district assembly delegates to be voted on at the Annual Meeting, including:

- Church Board  
(with positions to be later designated as either Steward or Trustee - ¶113.12)
- Stewards (¶137)
- Trustees (¶141, 142.1)  
(who will compose the Church Board - ¶113.11)
- The Sunday School and Discipleship Ministries International Superintendent (SDMI) (¶146)
- SDMI Board (¶145)
- Those nominated should adhere to the same standards listed above from the Manual (¶ 34).
- District Assembly Delegates (¶113.14)

The following positions are nominated by their respective councils for election at the Annual Meeting:

- NMI President (election ratified by the Church Board)
- NYI President (election ratified by the Church Board)
- NMI Convention Delegates
- NYI Convention Delegates

Have the Nominating Committee contact the nominated individuals to confirm their willingness to serve in the positions for which they were nominated and have their names run in election at the Annual Meeting ([Nominations Letter Sample](#)).

With the Nominating Committee, determine and complete the work necessary prior to the elections at the Annual meeting, including:

- Preparing paper ballots for use.
- Determining if a polling station will be used.
- Setting the period of time for voting - The voting process can extend over a two-week period (if the Church Board approves), but counting of any ballots must occur only after the final ballot has been submitted (§113.7).
- Think through your method for breaking a tie vote should one occur.
- Electing a Church Board (Stewards and Trustees) to staggered terms of election is also an option to consider implementing (§113.13).

If your church has individuals beside the lead pastor seeking a local or district minister's license, schedule a date for the Church Board to interview and approve these candidates (§129.12-129.15). Please note that if the lead pastor is district licensed, recommendation for his or her license comes from the District Advisory Board during the annual credentialing process.

Set a date for the Annual Meeting within 120 days prior to the District Assembly.

- For 2018, each local church's Annual Meeting should occur after March 1, 2018 (§113.7 - the 90 days' prior limit referenced in the Manual has been extended due to the date of the Virginia District Assembly and the end of the church year).
- The Annual Meeting may be set for any time during the week or weekend by action of the Church Board.

Provide notice for the Annual Meeting from the pulpit in two regular worship services at least two Sundays prior to the meeting (§113.7). Other methods for promoting the Annual Meeting may be used as well so long as the public announcement during worship procedure is followed.

- Ensure that the individuals listed below have prepared a written or oral report to be presented and discussed at the Annual Meeting, including:
  - Pastor (§ 516.7)
  - SDMI Superintendent (§146.6)
  - NYI President (§151.4)
  - NMI President (§152.2)
  - Deaconesses (§508)
  - Local ministers (§531.1)
  - Church Board Secretary (§135.2)
  - Treasurer (§136.5)

Prepare and have available an official list of members. All who vote in the Annual Meeting must be active members at least 15 years of age. Please consult the Manual §109-109.5 for a definition of "inactive" members who are ineligible to vote. Very few people qualify as inactive members since this designation requires a prior action by the local church board.