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Dear Pastors,

Greetings in the life-giving name of our Lord Jesus Christ! Please receive the information below regarding the necessary preparations for your congregation's annual meeting. Also, enclosed you will find an additional document from General Secretary, David Wilson. Please make sure you are familiar with both sets of information as we prepare to celebrate another Virginia District Assembly together July 19-21, 2018, at Lynchburg First Church of the Nazarene.

Preparations for Annual Meeting

Make plans now for the date of your annual meeting. Our Manual indicates that the annual meeting should be within 90 days of the District Assembly (this year July 20-21). Please schedule your annual meeting/elections for any time after March 15, and in time to complete all reports for the district assembly by May 14, 2018, the day on which every pastor's annual reports are due. **(Please consult the Manual, item 113.7. Annual Meeting, for a full description.)**

- Remember that Church Board members must be elected following the guidelines of our nomination process and elected by the membership at large. Appointments to the Church board are not permitted. **(Manual, items 113.11. Elections through 113.14.)**
- Prepare and begin the nominations process in the local church. Be careful to follow Manual as the guide for establishing the Nominating Committee. This should be completed by March 15, 2018. **(Manual, item 113.10. Nominating Committee.)**
- Help select NYI Convention Delegates in time for the convention to be held on Saturday, June 30, 2018 at Virginia Nazarene Camp starting at 1:30pm. Every church, organized or not, can have at least one delegate to the NYI Convention. Send a report of the delegate selection by May 14, 2018. **(Manual, items 810.107 Officers and 810.108 Elections.)**

- Elect delegates for the NMI Convention (and alternates). Send a report of the delegate selection by May 14, 2018. (**Manual, NMI Constitution items Article IV. Membership and Article V. Councils and Officers - Section 1. Local Council.**)
- Elect delegates for District Assembly (and alternates). (**Manual, items 201 .Membership through 201.2.**)
- Make plans for your delegates to attend the conventions and assembly. If needed, please receive an offering to help offset their expenses.
- Review right now your progress on the Blue Ribbon goals. Virginia Nazarene churches are recognized with the District Superintendent's Blue Ribbon each year at District Assembly if they meet the qualifications. (See attached document)
- Pray and ask God to help you establish goals for the new year that are measurable and achievable.

Thank you for your attention to this important list of items. I am grateful for your punctuality and attention to detail. If you have any question please feel free to reach out to me or to our district secretary, Bill Dillon.

In Jesus' Strong Hands



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Enclosures

Letter from General Secretary, David Wilson



OFFICE OF

DAVID P. WILSON

GENERAL SECRETARY

CHURCH OF THE NAZARENE • GLOBAL MINISTRY CENTER

January 2012

CERTIFICATE OF ELECTION OF DELEGATES (BY A LOCAL CHURCH) TO A DISTRICT ASSEMBLY

Manual paragraph 113.14 states that "...there shall be an election, by ballot, of lay delegates to the district assembly..."

A district assembly is a business meeting. Because of that, in the strictest sense, we have to follow our bylaws (*Church Manual*) and rules of order. In order for this to be a legal meeting, this is something that is required. This should not be taken lightly.

Each church has a right and privilege to be represented at the district assembly.

Following the completion of the annual church meeting, it is vital that every local church submit a Certificate of Election of Delegates form to the district office. This completed, signed form is the official verification of eligible **lay** delegates elected to represent the local church at their upcoming district assembly. Failure to comply could cause a local church to forfeit their delegate representation at a district assembly.

DAVID P. WILSON
General Secretary

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