

CONGREGATION NOMINATION PROCEDURES

May 1, 2021

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1. Purpose: The appendix provides guidelines to steer members of the congregation through the steps necessary to nominate another member to the office of Deacon, Deaconess, or Trustee.
 2. A Nomination Packet will be given to each member of the congregation who expresses a desire to nominate another member for service as Deacon, Deaconess, or Trustee. The nomination packet consists of:
 - a. Appendix Four, Evaluation Criteria, and
 - b. A copy of Appendix Five, Congregation Nomination Procedures.
 3. The Leadership Ministry Selection Process includes two phases: Unofficial Observation and Official Observation.
 - a. **UNOFFICIAL OBSERVATION:** Potential candidates are first nominated for unofficial observation as a means of allowing the respective Ministry to determine whether nominated individual(s) meet qualifications outlined in Appendix Four. Nominations are managed according to procedures established by each Leadership Ministry. All Leadership Ministry members participate in the selection process. The FMZBC Constitution and By-Laws extends the privilege of nominating potential Deacon, Deaconess, and Trustee candidates to members of the congregation.
 - b. **OFFICIAL OBSERVATION:** Potential candidates are selected for official observation first by the respective Leadership Ministry and then the Church. While under official observation each candidate undergoes extensive training as the respective Leadership Ministry continues its evaluation process.
 4. Nominations will be passed to the respective Leadership Ministry through points of contact that will be announced to the General congregation on three successive Sundays during May 2021.
 5. Please act in accordance with the following general instructions:
 - a. Each candidate must have been a member of FMZBC for three or more years at the time they are initially considered for unofficial observation.
 - b. The individual making the nomination must certify that potential candidate(s) meets criteria established in Appendix Four, Evaluation Criteria.

- c. All nomination packets must be typed. A picture (discreetly obtained) should be included if possible. The write up should be concise (no more than three paragraphs). As a minimum, written presentations will include the following:
 - i. Date Joined FMZBC
 - ii. Current Attendance (Sunday School, Sunday Worship Service, Bible Study and Prayer and Praise Service).
 - iii. Identify Ministries the nominee currently participates in.
 - iv. Provide comments regarding the reputation, spiritual maturity, cooperation and teamwork of the potential candidate.
- d. Nomination packages are to be returned to FMZBC front office not later than June 7 in order to be processed and considered for submission to the Church by December. Recommendations received after that date will be considered the next year.
- e. **CONFIDENTIALITY:** It is paramount that the names of potential candidates remain confidential. Candidates may not be informed that they have been nominated or that they are being observed unofficially. A violation of this principle will invalidate the nomination. The names of candidate(s) selected for official observation will be announced publicly for the first time at the December Church meeting. **The name(s) of nominee(s) who are not selected for official observation will not be made public (at any time). This is done to protect the integrity of the selection process and the individual's privacy (seek to avoid public shame and embarrassment).** Candidates for ordination/consecration are presented to the Church for approval at the August Church Meeting. Finally, for reasons of confidentiality, all nomination packets must be safeguarded (do not make multiple copies).
- f. **FEEDBACK:** Other than the public announcements described above no feedback will be given individuals who make nominations. Members are asked to understand that potential candidates are evaluated using scripture and criteria outlined in FMZBC Leadership Candidate Evaluation Criteria document.