

BIRCHMAN DEACON NOMINATION PROCESS

2017 CALENDAR DATES

Calendar developed using Birchman's Const. & By-Laws (Article IV, Section E) and past experience

Created in 2012 by Handbook Committee (Don Nelson and Monty Briley)

SPECIFIC TASKS IN THE NOMINATING PROCESS See Birchman's Constitution & By-Laws (Article IV, Section E)	YEARLY SCHEDULE (based on a church year beginning Sept. 1)	TENTATIVE 2017 DATES (pending staff approval)
Current deacon body recommends to the Church-wide Nominating Committee the number of new deacons needed (Const. & By-Laws: Art. IV, Sect. E)	mid-February	Sunday, February 19, 2017
Staff prepares updated advertising materials and nomination guides: printed handouts, ads for the Highpoint and Worship Guide, ads for church website	March	compose in March (to be used in April & May)
Advertisement period: -- Staff Meets with SS Dept. Leaders to advise them of nomination process -- Sunday School Dept. Leadership announces to teachers, leaders -- Staff places ads in church publications & on website	early- to mid-April (Easter is April 16)	Sunday, March 26, 2017 through Sunday, April 16, 2017 (includes 4 Sundays)
Collect nominations from church membership (allow at least 4 Sundays): -- Staff continues ads in church publications & on website -- Nominating Committee places nomination ballots in SS boxes ea. week -- Nominating Committee collects and maintains the nominations -- Pastor emphasizes nominations from pulpit -- All: Advertise in Sunday School departments (youth & adult): >> Explain the job-description of a Birchman deacon >> Include personal testimonies (on video?) of deacons and/or widows -- Nominating Committee should monitor the process and urge participation	late April through late May (Mother's Day is May 14) (Easter is April 16)	Sunday, April 23, 2017 Sunday, April 30, 2017 Sunday, May 7, 2017 Sunday, May 14, 2017 Sunday, May 21, 2017 (Use May 28 only if needed) (nominations received also at other services during this time and in church office)
Nominating Committee, with Deacon Chairman, appoints a Screening Committee composed of current deacons. This Screening Committee, in consult with the Pastor, will be responsible for reviewing nominations, screening them and then reporting the final list back to the Nominating Committee	late April	Appoint in late April (will begin work in May)
Nominating Committee finalizes list of nominations -- Since Nom. Comm. usually meets on Wednesday, allow 2 Wednesdays	May, 3rd & 4th weeks	Wednesday, May 24, 2017 and Wednesday, May 31, 2017
Nominating Committee forwards list of nominations to staff	May, 4th week	Thursday, June 1, 2017
Staff reviews list of nominations (allow 1 week): -- Staff usually doesn't contact men, but reviews each name on list -- Staff quietly removes any nominations that are inappropriate (non-tithers, divorced, unresolved moral issues, etc.)	May, 4th week through June, 1st week	Thursday, June 1, 2017 through Wednesday, June 7, 2017
Staff submits pared-list back to the Nominating Committee:	June, 1st week	Wednesday, June 7, 2017
Nominating Committee updates the list of nominees: -- Delete those names screened by staff -- List nominees by number of nominations received -- Include the top nominees (number of deacons needed X 3) -- Retain the master list in case more nominees are needed	June, 1st week	Wednesday, June 7, 2017
Nominating Committee delivers nominee list to Screening Committee	June, 1st week	Thursday, June 8, 2017

BIRCHMAN DEACON NOMINATION PROCESS (continued)

SPECIFIC TASKS IN THE NOMINATING PROCESS See Birchman's Constitution & By-Laws (Article IV, Section E)	YEARLY SCHEDULE (based on a church year beginning Sept. 1)	TENTATIVE 2017 DATES (pending staff approval)
Screening Committee contacts nominees (allow 6+ weeks): -- Proceed in order of the most nominations to the least nominations -- Begin by contacting a number equal to the number of new deacons needed -- Use Birchman's standardized guide of questions to determine: Willing to serve? Spiritually qualified? Like-minded with our church's beliefs? Previously ordained? Etc. -- Allow each man an appropriate amt. of time (1 week?) to pray & consider -- Follow-up with a return call to nominee to get his answer -- Each time a nominee declines, the next man with the most nominations on the remaining list is contacted. Never ask more nominees than the number of new deacons needed--we never want to ask a man to serve and then not present his name to the church. It is highly likely that some of the original nominees may never be contacted. -- WORK QUICKLY because there will likely be men who decline and it will take time to find enough men to serve. The GOAL is to finish EARLY!! -- Continue until the # of willing nominees = the # of new deacons needed * * NOTE: This point is currently in conflict with the Constitution & By-Laws. Efforts to change the C & B-L are planned.	June, 1st week through July, 2nd week	Thursday, June 8, 2017 through Sunday, July 23, 2017 2017 NOTES: Father's Day is June 18 "God & Country Day" is July 2 # of deacons needed for 2017 is: 15
Screening Committee sends final list to Nominating Committee	July, 4th week	Monday, July 24, 2017
Nominating Committee prepares FINAL nominee-list -- List nominees in alpha. order (NOT by number of nominations)	July, 4th week	Wednesday, July 26, 2017
Nominating Comm. sends FINAL nominee-list to staff for publication	July, 4th week	Thursday, July 27, 2017
Staff publishes final list in all church publications (Highpoint, Sunday Worship Guide, website) for AT LEAST two consecutive weeks. Include names of men and voting details (date, service, type of vote)	mid July to early to mid August	Sunday, July 30, 2017 Wednesday, August 2, 2017 Sunday, August 6, 2017 Wednesday, August 9, 2017 Sunday, August 13, 2017
Church-wide VOTE : -- Must be during a Sunday MORNING service -- Nom. Comm. counts votes & reports results to staff & Deacon Chairman	August, 3rd Sunday	Sunday, August 20, 2017 OR Sunday, August 27, 2017
Deacon leadership contacts elected men and informs them of: -- Date & time of Ordination Council & Ordination Service -- Date & time of initial deacons meeting (also invite his wife)	The Monday after the vote	Monday, August 21, 2017 OR Monday, August 28, 2017
ORDAIN elected men, if necessary (ordination council in same afternoon) -- Complete at least one week BEFORE first deacon's meeting of year	late Aug. or early Sept. Budget pres. = 8/13 PM Budget vote = 8/27 AM (Labor Day is Sept. 4)	Sunday, August 27, 2017 Sunday, September 3, 2017 OR Sunday, September 10, 2017
First deacon meeting of new church year -- Plan a reception and invite the wives (send special invitation to new deacons and their wives)	Sept., 3rd week	Sunday, September 17, 2017