

**NACCC'S RECOMMENDATION FORM**  
**OFFICERS, EXECUTIVE COMMITTEE, AND CREDENTIALS COMMITTEE**  
(WE ENCOURAGE RECOMMENDATIONS THROUGHOUT THE YEAR)  
**DEADLINE FOR JUNE 2012 RECOMMENDATIONS IS FEBRUARY 1, 2012**

(Please submit a separate form for each recommendation which may be downloaded at [www.naccc.org](http://www.naccc.org); resources; forms; nomination forms. Please contact the recommended individual before submitting this form.)

**Note: We are asking the nominees to be flexible as their positions may change in the Association's next fiscal year. The exact terms of nominations and appointments for 2012-2013 have not yet been determined, due to the implementation of the Strategic Plan passed at the 2011 June Annual Meeting and Conference in Scottsdale Arizona.**

POSITION FOR WHICH RECOMMENDED: \_\_\_\_\_

(See reverse for description of responsibilities, time commitments and areas of interest and expertise)

NAME OF INDIVIDUAL: \_\_\_\_\_

CLERGY OR LAITY  
(please circle)

MALE OR FEMALE (optional)  
(please circle)

AGE \_\_\_\_\_ (optional)

HOME ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

PHONE: Home \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

IS NOMINEE COMFORTABLE WITH AND HAVE FREQUENT ACCESS TO A COMPUTER? Yes / No

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

NAME AND ADDRESS OF NACCC CHURCH: (must have active status)

SERVICE AND ACTIVITIES WITHIN:

Local Church: \_\_\_\_\_

Regional Association: \_\_\_\_\_

National Association: \_\_\_\_\_

\_\_\_\_\_ This individual has been contacted and has agreed to serve if nominated.

Please check

**Please submit with this form, a very brief profile of the person being nominated.**

PLEASE PROVIDE TWO REFERENCES:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

RECOMMENDATION SUBMITTED BY: (Individual, Group, Church, Board, Etc.) \_\_\_\_\_

Please Print - Name, Address, Phone, E-mail

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN TO: NACCC NOMINATING COMMITTEE · PO BOX 288 · OAK CREEK, WI · 53154;**  
**Fax to: (414) 764-0319; or E-mail to: [cdahm@naccc.org](mailto:cdahm@naccc.org)**

**Please see the reverse side for a description of each position.**

# **RESPONSIBILITIES AND FUNCTIONS OF THE OFFICERS AND COMMITTEE MEMBERS OF THE NATIONAL ASSOCIATION OF CONGREGATIONAL CHRISTIAN CHURCHES**

**Please submit a separate sheet for each recommendation.**

**MODERATOR** (one-year term): The Moderator presides at meetings of the Association. He/she has the opportunity to deliver an address upon a subject of his/her choosing at the Annual Meeting over which he/she is presiding. The Moderator along with the Annual Meeting and Conference Team is responsible for choosing the theme of the Annual Meeting and for selecting participants (i.e. Bible Lecturer, Congregational Lecturer, etc.)

**MODERATOR-ELECT** (two-year term; the first year of that term the Moderator-Elect shall serve as Moderator-Elect; the second year of the term, the Moderator-Elect shall succeed to the office of Moderator): In order to obtain quality program participants, a two-year lead time is needed for the Annual Meeting. Consequently, we choose a Moderator-Elect two years prior to the meeting over which he/she will preside as Moderator. Generally, the nominee for Moderator-Elect is selected from recommendations based upon distinguished service to the National Association of Congregational Christian Churches over a long period of time.

**SECRETARY** (one-year term): The Secretary keeps a full and accurate record of the proceedings of the National Association of Congregational Christian Churches and of the Executive Committee. He/she keeps records of membership and attendance, receives official communications and sends notices and correspondence as directed by the Association or the Executive Committee. This is a job that requires a lot of time, skill, commitment and dedication. A deep familiarity with the ways of the Association is a practical prerequisite.

**TREASURER** (one-year term): The Treasurer is the custodian of the funds of the Association. He/she is responsible for receiving all contributions and for disbursing funds under the direction of the Executive Committee. He/she reports to the Executive Committee upon request and to the Association at each Annual Meeting. In practice, while the responsibility belongs to the Treasurer, he/she delegates much of the everyday, normal operating financial functions to staff members whose activities he/she monitors and oversees. Business acumen, dedication to and familiarity with the Association are practical musts.

**HISTORIAN** (one-year term): The Historian keeps a written chronology of important historical events and accomplishments of the National Association of Congregational Christian Churches; and oversees the maintenance of the archival records.

**EXECUTIVE COMMITTEE** (four-year term): The Executive Committee acts as the Association between meetings of the Association. This is the group of people who acts as the decision making group of the Association. While all of their actions are subject to ratification and review of the Association, most recommendations for actions taken by the Association pass through the Executive Committee. Conversely, many proposals, ideas and suggestions progress no further than the Executive Committee. The Executive Committee's responsibilities include the following:

1. Appoints Executive Secretaries (Subject to ratification by Annual Meeting delegates at the Annual Meeting.)
2. Appoints people to serve on certain Committees.
3. Nominates people to serve on Divisions.
4. Oversees the work of the entire Association and makes financial decisions.
5. Prepares the budget to be presented to delegates for approval at the Annual Meeting.
6. Serves as the Board of Directors of the Corporation for the National Association of Congregational Christian Churches.

**CREDENTIALS COMMITTEE** (two-year term): At the Annual Meeting this committee shall certify the existence of a quorum and shall prepare a final report to be presented before the conclusion of the Annual Meeting showing the roll of member churches of the Association represented at the meeting with the names of their official delegates and alternate delegates as determined by the presentation of credentials from the electing churches.

**PLEASE USE THIS SPACE FOR ADDITIONAL INFORMATION WHICH WOULD BE HELPFUL**