

To: Pastors and Clerks

It's Nominating Committee time again and I want to thank you for your part in the election process.

Pastors, please work with the clerk to make sure that this information is received and turned in to our office by **June 30**. We would like this in before Camp Meeting.

The packet we are sending should be shared with Nominating Committee chairperson. Also you will find in the packet the job description booklet with the responsibilities and qualifications of each officer, please use this guide to help you in choosing new officers. If you need extra copies the reporting forms and job descriptions will also be on the Michigan Conference website, misda.org, on the home page, go to Member Services under Administration click on Secretary/Church records then click on Church records. Print outs have been included with the information that we have for reference.

We are asking for the information to be turned in by **June 30**.

If you are on a two year cycle I still need to hear from you. Please look over the list that is included in your packet to see if there have been any changes (address, phone, email) If there are no changes **please let me know.** You can do this one of three ways.

1. Call me, Mickey Simpson at 517-316-1590
2. E-mail msimpson@misda.org
3. Or sign the list and mail it back to:
Michigan Conference of SDA, attn: Mickey Simpson
PO Box 24187
Lansing MI 48909

If you are electing officers this year, you will need to fill out the forms that are included in your packet. Please check the church address, mailing address, phone number, and directions to see if these are correct, if not please make corrections.

As you fill out your forms, please print or type in all information, making sure of correct spelling and addresses. Please send in **all** information. Without addresses we can not send mail so **please do not send in just a list of names.**

You can write in the office that person will be holding. We know that a lot of positions are having co-leaders but we would like you to only send in **ONE** name for that office, that person will receive the mail and then they can share it with co-leaders.

Clerks if you are updating this information online in eAdventist please send me a email with your church name letting me know that you have done this. .

If your church is small you do not need to fill every position but we would like **all** churches to fill the following.

Head Elder

Treasurer

Head Deacon

Sabbath School Secretary

Sabbath School Superintendent

Women's Ministries Coordinator

Lay Advisory Delegate (this is a five year term of office, Member of the Lay Advisory. This should not be the Pastor. It should be a lay person).

Clerk

Personal Ministries Leader

Communications Secretary

Bulletin Secretary

Family Life Coordinator

Thank you and God bless you as you and your nominating committees meet. This is a big job and we appreciate your hard work and dedication.

You may mail or e-mail your information back to:

Mickey Simpson

Michigan Conference of SDA

PO Box 24187

Lansing MI 48909

msimpson@misda.org