

# Committee on Nominations and Personnel Work Sheets

Duke Memorial United Methodist Church Duke Memorial Charge  
Durham District North Carolina Conference

This form is designed for use by the Committee on Nominations and Personnel (§ 267.1) for recording nominations for the various offices, commissions, and committees, as required by *The Book of Discipline*, to be elected by the Charge Conference (§§ 249-250). Each member of the committee should be furnished with a set of work sheets. If additional space is needed, use extra sheets of white paper the same size as this form. Numbers in parentheses refer to paragraphs in the 1984 *Book of Discipline*.

The pastor, by Disciplinary provision, is chairperson of this committee. Each year the new class of members to serve on the Committee on Nominations and Personnel, and vacancies as they occur, shall be elected from nominees from the floor. (§ 267.1)

Copyright © 1984 The United Methodist Publishing House

The following nominations are to be presented to the Charge Conference which will meet on

October 5, 19 87 at Duke Memorial Church, Durham.

## OFFICERS TO BE NOMINATED AND ELECTED IN EACH LOCAL CHURCH

- A. The Charge Conference . . . shall elect, upon nomination of the Committee on Nominations and Personnel (§ 267.1) of each local church on the pastoral charge, or

by nomination from the floor and by vote of each such local church at least the following leaders (§ 249):

### 1. *Either* (§ 249.1)

- (a) Chairperson of the Council on Ministries

Omar Fink

AND

- (b) Chairperson of the Administrative Board

Edith Toms

Or

- (a) Chairperson of the Administrative Council

## 2. COMMITTEE ON PASTOR-PARISH RELATIONS (STAFF-PARISH RELATIONS)<sup>1</sup>

There shall be a *Committee on Pastor-Parish Relations (Staff-Parish Relations)* of not fewer than five nor more than nine lay persons representative of the total charge, including one young adult and a lay member of the Annual Conference; one senior high youth may be included. No staff member or immediate family member of a pastor or staff member may serve on the committee. If a person ineligible to serve on the committee is elected as a lay member to Annual Conference and there is no other elected lay member to the Annual Conference available to serve, the vacancy will be filled upon election by the Charge Conference following the nomination of the Committee on Nominations and Personnel (§ 267.2). The members, including the chairperson, shall be elected by the Charge Conference, upon nomination by the Committee on Nominations and Personnel. In order to secure experience and

stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. Where there is more than one church on a charge, the committee shall include at least one representative from each congregation (§ 267.2a).

In those charges where there is a multiple staff, full or part time, the committee shall relate to the entire staff, clergy and lay. In those charges where there is more than one church, the committee shall include at least one representative from each local church. The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any member of the professional staff, or the chairperson of the committee (§§ 267.2b,c,e).

Chairperson Laney Funderburk

## MEMBERS

(Include the chairperson in one of the following classes; indicate which member is a young adult [\*] and which is a lay member to the Annual Conference [\*\*].)

Class of 19 88

Adkinson, Tom

Bookhout, Elizabeth

Langford, Jay

Class of 19 89

Few, R. R.

Funderburk, Leney

Toms, Edith

Class of 19 90

Chandler, Connie

Coman, Judy

Weynand, Bob

<sup>1</sup>In charges of two or more churches, this committee should be representative of all the churches on the charge and should be listed in Section III, A, 1 of this work sheet.



### 3. COMMITTEE ON FINANCE

The Charge Conference . . . shall elect, upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge or by nomination from the floor and by vote of each such local church . . . a chairperson and additional members of the Committee on Finance (§ 249.4, 267.3). There shall be a *Committee on Finance*, elected annually by the Charge Conference upon nomination by the Committee on Nominations and Personnel, composed of the chairperson, the pastor(s), a lay member to the Annual Conference, the chairperson of the Administrative Council or the chairperson of the Administrative Board; the Council on Ministries; a representative of the trustees to be selected by the trustees;

the chairperson of the work area on stewardship; the lay leader; the financial secretary; the treasurer; the church business administrator; and other members to be added as the Charge Conference may determine. It is recommended that the chairperson of the committee on Finance shall be a member of the Administrative Council or Council on Ministries. The financial secretary, treasurer, and church business administrator, if paid employees, shall be members without vote (§ 267.3). (The chairperson of the Administrative Council should be included as a member of the Committee on Finance when it is appropriate.)

Chairperson Marcus Hobbs

Bailey, Clarence

DeBerry, Martha

Eshelman, Phil

Few, R. R.

Browning, Carolyn

Clark, Fred

Friebel, Carl

Hammond, Kay

Shipp, Lewis

Bookhout, Elizabeth

Brinkley, Frances

Karolak, Ed

Pifer, Bob

Stark, Tom

### 4. BOARD OF TRUSTEES

The Charge Conference . . . shall elect, upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge . . . and by vote of each such local church . . . the trustees as provided in §§ 2525, 2527 unless otherwise required by state law (§ 249.4). In each pastoral charge consisting of one local church, there shall be a *Board of Trustees*, consisting of not fewer than three nor more than nine persons, each of whom shall be of legal age as determined by law and at least two-thirds of whom shall be members of The United Methodist Church. By action of the Charge Conference the local church may limit the age of trustees to a maximum of seventy-two years of age (§ 2524). The members of the Board of Trustees shall be divided into three classes, and each class shall as nearly as possible

consist of an equal number of members. At the Charge Conference, on nomination by the Committee on Nominations, of which the pastor shall be chairperson (or if the committee fails to nominate, on nomination of the pastor), or from the floor, it shall elect, to take office at the beginning of the ensuing conference year, to serve for a term of three years or until their successors have been duly elected and qualified, the required number of trustees to succeed those of the class whose tenure then expire; *provided*, however, that nothing herein shall be construed to prevent the election of a trustee to self-succession. (See Judicial Council Decision 130.) The Charge Conference may assign the responsibility for electing trustees to a Church Conference (§ 2525).

Class of 19 88

Holsinger, Ruth

Self, William

Williams, Alfred

Class of 19 89

Coble, Tom

Edwards, Dan

Few, Shirley

Class of 19 90

Clark, Anne

Teer, Dillard

White, T. S., Jr.

### 5. LAY MEMBER(S) OF THE ANNUAL CONFERENCE

The Charge Conference . . . shall elect upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge . . . and by vote of each such local church . . . the lay member(s) of the Annual Conference (§ 249.5).

The *lay member(s)* of the Annual Conference and one or more alternates shall be elected annually or quadrennially as the Annual Conference directs. If the charge's lay representative to the Annual Conference shall cease to be a member of the

charge or shall for any reason fail to serve, an alternate member in the order of election shall serve in place. Both the lay members and the alternates shall have been members in good standing of The United Methodist Church and of the local church from which they are elected for at least one year (see § 36), except in a newly organized church, which shall have the privilege of representation at the Annual Conference session. No local pastor shall be eligible as a lay member or alternate (§ 251.2).

Lay Members: R. R. Few

Alternate(s): Kay Hammond

### 6. LAY LEADER(S)

The Charge Conference . . . shall elect, upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge . . . and by vote of each such local church . . . the *lay leader(s)* (§ 249.5). In instances where

more than one church is on a charge, the Charge Conference shall elect additional lay leaders, so that there will be one lay leader for each church (§ 251.1).



A. B. Craig

- B. The Charge Conference *may elect*, upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge or by nomination from the floor and by vote of each church . . . (§ 250):

1. CHAIRPERSONS OF WORK AREAS:

*Either* (§ 250.1, 260, 261.1-.10)

(a) Christian Unity and

Interreligious Concerns Maureen Oakes

(b) Church and Society Ruth Phelps

(c) Education Jo Ann Mentzer

(d) Evangelism Al Buehler

(e) Higher Education Maurice Ritchie

(f) Missions Sadie Taylor

(g) Religion and Race Ngee Ching and Ann Cheng

(h) Status and Role of Women Kay Hammond

(i) Stewardship Ed Hammond

(j) Worship Sarah McCracken

*Or* (§ 252.1a, b)

(a) Nurture and Membership Care

(b) Outreach

2. AGE-LEVEL COORDINATORS:

*Either* (§ 250.1, 259)

(a) Family Ministries

(b) Children's Ministries

Tamela Davis

(c) Youth Ministries

(d) Adult Ministries

Kay Herman

Nancy Lockamy

*Or* (§ 252.1c)

(a) Age-Level and Family Ministries

3. YOUTH MEMBERS OF THE ADMINISTRATIVE COUNCIL/COUNCIL ON MINISTRIES (§ 258)

4. YOUNG ADULT MEMBERS OF THE ADMINISTRATIVE COUNCIL/COUNCIL ON MINISTRIES (§ 258)

Robin Langford

5. SECRETARY OF CAREER PLANNING AND COUNSELING (§ 250.1)

6. SUPERINTENDENT OF THE CHURCH SCHOOL (§ 250.1, 262.1)

William B. Guyer



# 7. HEALTH AND WELFARE MINISTRIES REPRESENTATIVE (§§ 250.1, 258, 262.2)

# 8. COORDINATOR OF COMMUNICATIONS (§§ 250.1, 262.3)

**Mike Herman**

# 9. DISTRICT STEWARD (§ 250.1)

# 10. CHURCH HISTORIAN (§§ 247.5, 250.1)

**Tom Coble**

# 11. MEMBERSHIP SECRETARY (§ 250.1)

**Virginia H. Massey**

# 12. MEMBERS AT LARGE OF THE ADMINISTRATIVE COUNCIL/BOARD

The Charge Conference may elect, upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge or by nomination from the floor and by vote of each such church . . . members at large of the Administrative Council or Administrative Board as provided in (§§ 250.2, 252.1). The Charge Conference shall determine the number of members at large to serve on the Administrative Council or Administrative Board in keeping with the following provisions: churches of five hundred members or less may include at least

four, but not more than thirty-five members at large, exclusive of ex officio and honorary members. In churches of more than five hundred members, there may be elected additional members at large, not to exceed the ratio of one for each thirty additional members. The members at large, if elected, shall include at least two young adults between the ages of nineteen and thirty-one and at least two youth nominated by the youth coordinator or youth council (§ 247.6)

**1988**

Adams, Doris  
Boddie, Grace  
Brock, Laura  
1 Brown, Doris  
2 Browning, Carolyn  
3 Clark, Fred  
4 Cox, Robert  
5 Cranford, Tom  
6 Eshelman, Phil  
7 Few, Shirley  
8 Friebel, Carl  
9 Garrard, Anne  
10 Goodyear, Louise  
11 Guyer, William  
12 Hix, Mary  
Hoyle, J. V.  
Langford, Thomas  
Martin, Bill  
Mixon, Polly  
Sewell, Bill  
Shipp, Carolyn  
Thomas, N. A. Jr.  
Walker, Tom

**1989**

Adkinson, Tom  
Bedient, Ralph  
13 Buehler, Al  
Brinkley, Frances  
14 Chewing, Charles  
Clark, Anne  
15 Coman, W. T.  
Franklin, Minnie Mae  
16 Garrard, Nellie  
Jones, Mary  
17 Karolak, Ed  
Nester, Woody  
18 Sasser, Louis  
Self, William  
19 Shipp, W. L.  
Spears, Marshall  
20 Teer, Nancy  
Thompson, E. S.  
21 Walling, Judy  
Warren, Shirley  
22 Weynand, Jean  
Whanger, Alan  
23 Whanger, Mary

**1990**

Bookhout, Elizabeth  
Brunson, Betty  
Byerly, Charles Jr.  
25 Byrd, Ron  
Celko, Janet  
26 Craig, Betty  
Davis, George  
27 Drake, Para  
Eggleston, Holly  
28 Farned, Polly  
Funderburk, Lois  
29 Hammond, Kay  
Harrell, Frank  
30 Hughes, Jo Lynn  
Langford, Ann Marie  
31 Lockamy, Robert  
Metcalf, Metta  
32 McFall, Dick  
Pifer, Bob  
33 Sasser, Caroline  
Stark, Tom  
34 Turrentine, A. D.  
Veasey, Luther  
35 Weynand, Bob



In churches of more than five hundred members, one member at large may be elected for each thirty additional members.

36. \_\_\_\_\_ 42. \_\_\_\_\_ 48. \_\_\_\_\_  
37. \_\_\_\_\_ 43. \_\_\_\_\_ 49. \_\_\_\_\_  
38. \_\_\_\_\_ 44. \_\_\_\_\_ 50. \_\_\_\_\_  
39. \_\_\_\_\_ 45. \_\_\_\_\_ 51. \_\_\_\_\_  
40. \_\_\_\_\_ 46. \_\_\_\_\_ 52. \_\_\_\_\_  
41. \_\_\_\_\_ 47. \_\_\_\_\_ 53. \_\_\_\_\_

### 13. HONORARY MEMBERS OF THE ADMINISTRATIVE COUNCIL/BOARD

The charge Conference may make provision for the recognition of the faithful service of those members of the Administrative Council or Board who have reached the age of seventy-two or who have become physically incapacitated,

by electing them honorary members. An honorary member shall be entitled to all the privileges of a member except the right to vote (§ 246.3).

Higher Education Maurice Ritchie Working Sarah McCracken  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### C. OFFICERS TO BE NOMINATED AND ELECTED IF NOT PAID EMPLOYEES

The Charge Conference shall elect, upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge, or by nomination from the floor and by vote of each such local church . . . the financial

secretary and the church treasurer(s), if not paid employees of the local church (§§ 249.4, 254).

#### 1. Church Treasurer(s)

James A. Long ; Assistant Treasurer Helen Harrell

#### 2. Financial Secretary Carolyn Watson

### II. OPTIONAL MEMBERS OF THE COUNCIL ON MINISTRIES

The Charge Conference may elect to the Council on Ministries, upon nomination of the Committee on Nominations and Personnel, a representative of United

Methodist Youth Ministry, coordinator of young adult ministries, and other persons, on the basis of the competency in the planning program (§ 258).

#### 1. REPRESENTATIVE OF UNITED METHODIST YOUTH MINISTRY \_\_\_\_\_

#### 2. COORDINATOR OF YOUNG ADULT MINISTRIES \_\_\_\_\_

#### 3. OTHERS

William B. Guyen \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### III. OFFICERS TO BE NOMINATED AND ELECTED WHEN THE CHARGE HAS MORE THAN ONE CHURCH

- A. The following must be elected on a charge-wide basis when the charge has more than one local church.

#### 1. RECORDING SECRETARY OF THE CHARGE CONFERENCE

When there is more than one church on a charge, one of the secretaries of the Administrative Council or Administrative Board shall be elected to serve as secretary of the Charge Conference (§ 247.4).

#### 2. CHARGE OR PARISH COMMITTEE ON PASTOR-PARISH RELATIONS (STAFF-PARISH RELATIONS)

The Charge Conference . . . shall elect, upon nomination of the Committee on Nominations and Personnel of each local church on the pastoral charge, or by nomination from the floor and by vote of each such local church . . . the Committee on Pastor-Parish Relations and chairperson (§ 249.3). There shall be a Committee on Pastor-Parish Relations (Staff-Parish Relations) of not fewer than five nor more than nine lay persons representative of the total charge, including one young adult and a lay member of the Annual Conference; one senior high youth may be included. No staff member or immediate family member of a pastor or staff member may serve on the committee (§ 267.2). (a) In

order to secure experience and stability, the membership shall be divided into three classes, one of which shall be elected each year for a three-year term. Where there is more than one church on a charge, the committee shall include at least one representative from each congregation. (b) In those charges where there is a multiple staff . . . the committee shall relate to the entire staff. (c) The committee shall meet at least quarterly. It shall meet additionally at the request of the bishop, the district superintendent, the pastor, any member of the professional staff, or the chairperson of the committee.

Chairperson: \_\_\_\_\_

#### MEMBERS

(Include the chairperson in one of the following classes; indicate which member is a young adult [\*] and which is a lay member of the Annual Conference [\*\*].)

Class of 19 \_\_\_\_\_

Class of 19 \_\_\_\_\_

Class of 19 \_\_\_\_\_

- B. In those instances where there are two or more churches on a pastoral charge, the Charge Conference may elect the following on a charge-wide or parish basis:

#### 1. CHARGE-WIDE OR PARISH ADMINISTRATIVE COUNCIL OR ADMINISTRATIVE BOARD AT-LARGE MEMBERS

In those instances where there are two or more churches on a pastoral charge, the Charge Conference may provide for a charge-wide parish Administrative Council or Administrative Board (§ 247.16)

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ |
| 2. _____ | 7. _____  | 12. _____ |
| 3. _____ | 8. _____  | 13. _____ |
| 4. _____ | 9. _____  | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |



16. _____	32. _____	48. _____
17. _____	33. _____	49. _____
18. _____	34. _____	50. _____
19. _____	35. _____	51. _____
20. _____	36. _____	52. _____
21. _____	37. _____	53. _____
22. _____	38. _____	54. _____
23. _____	39. _____	55. _____
24. _____	40. _____	56. _____
25. _____	41. _____	57. _____
26. _____	42. _____	58. _____
27. _____	43. _____	59. _____
28. _____	44. _____	60. _____
29. _____	45. _____	61. _____
30. _____	46. _____	62. _____
31. _____	47. _____	63. _____

(additional at-large members may be listed on an attachment)

2. CHARGE-WIDE OR PARISH TREASURER(S) (§ 247.16)

_____	_____
_____	_____

3. CHARGE-WIDE OR PARISH COMMITTEE ON FINANCE (§ 247.17)

Chairperson: \_\_\_\_\_

_____	_____
_____	_____
_____	_____

4. CHARGE-WIDE OR PARISH BOARD OF TRUSTEES (WHERE PROPERTY IS HELD IN COMMON BY TWO OR MORE CHURCHES OF THE CHARGE) (§§ 247.17, 2527.1-2)



Class of 19\_\_\_\_\_

Class of 19\_\_\_\_\_

Class of 19\_\_\_\_\_

#### IV. OTHER OFFICERS AND COMMITTEES AS DETERMINED BY THE CHARGE CONFERENCE (§ 250.3)

#### PRESENT COMMITTEE ON NOMINATIONS AND PERSONNEL

##### Attendance Record

Term Expires	Members <input type="checkbox"/>	Dates of Meetings <input type="checkbox"/>					
Pastor →	Eric Carson						
1988	Fred Clark						
1988	Donna Elum						
1988	Sarah McCracken						
1989	Elizabeth Bookhout						
1989	Frances Brinkley						
1989	Tim Langford						

(Indicate which members are a youth[\*], a young adult [\*\*], and lay leader [\*\*\*].)