

September 2018

Dear Member of Rosewood Church,

The process of electing members of our congregation to the offices of elder and deacon begins *now* with you. Please read carefully the following pages that explain our church governance, our nomination process, and the description of the responsibilities for those who serve on the Board of Elders, the Board of Deacons, and the Administrative Board. Prayerfully consider nominating those who have the natural and spiritual gifts for each role, complete the attached nomination forms, and return them to the church in the ballot box on top of the mailboxes in the coat room.

Here are a few reminders as you complete your nomination forms:

- ✓ You may nominate yourself, if you feel called to serve as an elder or deacon.
- ✓ The person you are nominating doesn't have to possess every skill and spiritual gift listed.

*Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms. (1 Peter 4:10)*

Don't be discouraged if you have difficulty coming up with lots of names. Submit the names of people that you know. On the other hand, if you think of more candidates, please list all names that come to your mind. Use our online Instant Church Directory to put names and faces together.

**Please complete the attached forms and place them in the box on top of the church mailboxes as soon as possible and no later than Sunday, September 23.** They can also be mailed to the church, as long as they reach us no later than Saturday, September 22.

Finally, pray for this process and for those people that God is calling to serve our church in these leadership roles. If you have questions or comments about this nomination process, please contact Bob Spaman at the church office (669-6690 x304), or any one of the Administrative Board members listed below.

Yours In Christ,

The Administrative Board

Dave Benison, Barb Koetje, Ken Kaper, Matt Kind, Frank VanderMeer, Max Veldman, Bob Spaman and Pastor Jim

*Just as each of us has one body with many members, and these members do not all have the same function, so in Christ we who are many form one body, and each member belongs to all the others. We have different gifts, according to the grace given us. (Romans 12:4-6a)*

**Rosewood Reformed Church  
Nomination and Election of Elders and Deacons  
from the Consistory Rules of Order**

The consistory is composed of twelve elders and twelve deacons who are serving three year terms. The consistory is further divided into a board of nine elders, a board of nine deacons, and an Administrative Board of three elders and the three deacons. The installed minister also serve on the Administrative Board. After leaving office, those elders and deacons who have served a complete term are not eligible to serve for three years. Each year, four elders and four deacons are elected, following the process of nomination and election below.

1. The congregation will suggest names for the offices of elder and deacon through a written form that lists those members who are not eligible to serve and lists the qualifications for elders, deacons, and members of the Administrative Board. The elders and deacons shall be chosen from the active confessing members of the church who have attained the age of twenty-one years.
2. The Administrative Board will review all the names suggested by the congregation and the names of any other persons who may qualify for consideration. A list of nominees qualified for serving on the board of elders, the board of deacons, and the Administrative Board will be submitted to the consistory for discussion and approval.
3. All consistory approved nominees will be sent a letter asking them if they have any objection to having their name placed in nomination. Those persons who choose not to be nominated will have their names removed from the nominee list.
4. All those nominees who are not removed from consideration will be placed on the ballot listing nominees for the board of elders, the board of deacons, and the Administrative Board separately. On a Sunday morning, preceding the annual congregational meeting in November, the confessing members of Rosewood Church will vote for six nominees for the board of elders, six nominees for the board of deacons, and four nominees for the Administrative Board. The results of this election will remain confidential.
5. At the annual congregational meeting, the names of the six nominees elected to the board of elders and six nominees elected to the board of deacons will be placed in separate "hats" and three names will be drawn for each board and announced to the congregation. The names of the nominees elected to serve on the Administrative Board will be placed in one hat. The first name drawn will be elected as the elder and the second name drawn will be elected as the deacon serving on the Administrative Board. The names of those persons selected shall be published on three successive Sundays preceding their installation, in order that any legitimate objections may be presented to the board of elders for its judgment.
6. If a vacancy occurs in consistory, additional names may be drawn to serve the remainder of the unexpired term, unless the consistory has appointed a member of the great consistory to serve out the term (in the same office of previous service) and has submitted that name for congregational approval.

# GUIDELINES FOR NOMINATION OF ELDERS AND DEACONS

## Checklist

- Read through the following pages
- Use our online church pictorial directory to identify people you know.
- The person you are nominating doesn't have to possess every skill and spiritual gift listed.
- Check the list below to see who is *not* eligible to serve
- You may nominate yourself, if you feel called to serve as an elder or deacon.

Don't be discouraged if you have difficulty coming up with lots of names. Submit the names of those that you know. On the other hand, if you think of more candidates, please list all names that come to your mind.

## Key Dates

- September 23, 2018 – Deadline for all nomination suggestions
- September 24, 2018 – Administrative Board meeting to consider suggestions
- October 14, 2018 – Congregational Forum at 5:00 p.m. to consider first draft of the 2018 Budget
- October 23, 2018 – Consistory meeting for nominating elders and deacons and budget revisions
- November 18, 2018 – Election of Elders and Deacons in our morning service
- November 18, 2018 – Congregational Meeting to approve final draft of the budget

## THOSE NOT ELIGIBLE FOR NOMINATION

Because of our rule that requires those who have served a complete term to wait three years before serving again, the following cannot be nominated at this time. **Please do not list any of these names on your nomination form.**

<p><i>Those who presently serve:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p><b><u>ELDERS</u></b>                      Barb Boomstra 18                      Marty Bruins 19                      Mary Lou Dame 19                      Nora DeHaan 18                      Beth DeWall 20                      Sue Gorter 18                      Iris Kalinowski 20                      Bob Kuipers 19                      Jonatan Palomino 19</p> <p><b><u>Administrative Board</u></b>                      Dave Benison 20                      Matt Kind 19                      Frank VanderMeer 18</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p><b><u>DEACONS</u></b>                      Tim Boomstra 20                      Jake Burgess 19                      Lee Elliott 18                      Rick Haverhals 19                      Greg Henry 19                      Sharon Kuipers 18                      Ross Mesbergen 20                      Jill VanEck 18                      Jim Zwiers 20</p> <p>Ken Kaper 19                      Barb Koetje 20                      Max Veldman 18</p> </td> </tr> </table>	<p><b><u>ELDERS</u></b>                      Barb Boomstra 18                      Marty Bruins 19                      Mary Lou Dame 19                      Nora DeHaan 18                      Beth DeWall 20                      Sue Gorter 18                      Iris Kalinowski 20                      Bob Kuipers 19                      Jonatan Palomino 19</p> <p><b><u>Administrative Board</u></b>                      Dave Benison 20                      Matt Kind 19                      Frank VanderMeer 18</p>	<p><b><u>DEACONS</u></b>                      Tim Boomstra 20                      Jake Burgess 19                      Lee Elliott 18                      Rick Haverhals 19                      Greg Henry 19                      Sharon Kuipers 18                      Ross Mesbergen 20                      Jill VanEck 18                      Jim Zwiers 20</p> <p>Ken Kaper 19                      Barb Koetje 20                      Max Veldman 18</p>	<p><i>Those who retired in 2017</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p><b><u>ELDERS</u></b>                      Hank DeWall                      John DeVries                      Wilma Huizenga                      Wayne Schipper</p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p><b><u>DEACONS</u></b>                      Elaine Brunink                      Jon Dyke                      Craig Westra                      Craig Zimmerman</p> </td> </tr> </table>	<p><b><u>ELDERS</u></b>                      Hank DeWall                      John DeVries                      Wilma Huizenga                      Wayne Schipper</p>	<p><b><u>DEACONS</u></b>                      Elaine Brunink                      Jon Dyke                      Craig Westra                      Craig Zimmerman</p>
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## **ROSEWOOD REFORMED CHURCH**

### **Organization and Governance**

*This is an edited version of the Rules of Order of the consistory of Rosewood Reformed Church that describes our current church organization and governance.*

Rosewood Reformed Church is a member in the Reformed Church in America and is governed by the *Constitution* of the Reformed Church in America, which includes the *Book of Church Order*, R.C.A. A copy of this book can be found at [www.rca.org](http://www.rca.org).

The consistory is the governing body of Rosewood Reformed Church. Its members are the installed ministers of the church serving under a call, and the elders and deacons currently installed in office. The consistory is a permanent, continuing body which functions between stated sessions through its board of elders, board of deacons, and the administrative board. The consistory meets at least four times each year as determined by the administrative board. The board of elders, the board of deacons, and the administrative board meet monthly to carry out their responsibilities. The consistory acts in all matters calling for judgment and decision related to the approval of an annual budget, the approval of building projects, the purchase and sale of land, the hiring of any ordained ministers, the nomination of elders and deacons to office, and any other major decisions that shall be presented to the consistory by the board of elders, the board of deacons, or the administrative board.

The board of elders fulfills all of the responsibilities assigned to it by the *Book of Church Order*, including the spiritual oversight of the congregation and its ministers, the ministry of congregational care, the administration of the sacraments, the reception of members, the approval of requests for weddings within our sanctuary, church discipline, and any other questions requiring biblical reflection and discernment.

The board of deacons fulfills all of the responsibilities assigned to it by the *Book of Church Order*, including ministries of mercy, service, and outreach. It is responsible for the collection and distribution of all the contributions received by the church, giving special attention to the mission and benevolent contributions in cooperation with the Mission Team. It seeks to exercise and encourage stewardship of all the resources of the church and provide oversight of the annual church budget process and the Church Aid Fund. It works cooperatively with the Property Team to care for the church buildings and grounds.

The administrative board acts in all matters calling for judgment and decision which are not specifically assigned to the consistory, the board of elders, or the board of deacons, in accordance with the provision of the *Book of Church Order* that allows the delegation of the administrative and personnel responsibilities of the consistory. (*BCO*, 1.I.3. 4) This team provides oversight and support of all church staff members, and has the authority to hire and dismiss any non-ordained staff. It provides for leadership recruitment and training, and the development and supervision of all ministry teams that are not directly responsible to the board of elders or the board of deacons.

**Suggested Nomination Ballot  
Board of Elders**

**Responsibilities of the Board of Elders**

- ✓ spiritual oversight and discipline of our congregation and our ministers
- ✓ congregational care of our members and families
- ✓ administration of the sacraments of the Lord's Supper and Baptism
- ✓ reception of members by confession of faith or transfer
- ✓ biblical reflection and discernment on important issues
- ✓ approval of requests for weddings in our sanctuary

<p><b>Natural Gifts</b></p> <ul style="list-style-type: none"> <li>✓ love and compassion for people</li> <li>✓ communication and listening skills</li> <li>✓ time to attend meetings</li> </ul>	<p><b>Spiritual Gifts</b></p> <ul style="list-style-type: none"> <li>✓ discernment</li> <li>✓ mercy</li> <li>✓ hospitality</li> <li>✓ knowledge and wisdom</li> </ul>
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Biblical Standards for an elder are found in Titus 1:6-9

*Please check the list of those currently serving and those who are not eligible to serve because they served recently on consistory.*

Believing that they having the qualities described above, I nominate the following people to serve as members of our Board of Elders:


## Suggested Nomination Ballot Board of Deacons

### Responsibilities of the Board of Deacons

- ✓ ministries of mercy, service, and outreach to those in need
- ✓ collection and distribution of all contributions to our church
- ✓ special attention to our mission and benevolent contributions
- ✓ exercise and encourage stewardship of all our resources
- ✓ oversight of our annual church budgeting process
- ✓ care for our church buildings and grounds through the Property Team

<b>Natural Gifts</b> <ul style="list-style-type: none"> <li>✓ stewardship of resources</li> <li>✓ financial or accounting skills</li> <li>✓ building maintenance skills</li> <li>✓ time to attend meetings</li> </ul>	<b>Spiritual Gifts</b> <ul style="list-style-type: none"> <li>✓ administration</li> <li>✓ discernment</li> <li>✓ service or helps</li> <li>✓ giving</li> </ul>
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Biblical Standards for a deacon are found in 1 Timothy 3:8-12

*Please check the list of those currently serving and those who are not eligible to serve because they served recently on consistory.*

Believing that they having the qualities described above, I nominate the following people to serve as members of our Board of Deacons:


## Suggested Nomination Ballot Administrative Board

### Responsibilities of the Administrative Board

- ✓ oversight and support of all church staff members
- ✓ leadership recruitment and training of church members
- ✓ development and supervision of ministry teams
- ✓ guidance to all church staff and ministry team members
- ✓ all matters calling for judgment and decision which are not specifically assigned to the consistory, the board of elders, or the board of deacons

<b>Natural Gifts</b> <ul style="list-style-type: none"> <li>✓ human resource skills</li> <li>✓ management skills</li> <li>✓ communication skills</li> <li>✓ time to attend meetings</li> </ul>	<b>Spiritual Gifts</b> <ul style="list-style-type: none"> <li>✓ leadership</li> <li>✓ administration</li> <li>✓ discernment</li> <li>✓ knowledge and wisdom</li> </ul>
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Half of the Administrative Board members are elected as elders and half are elected as deacons to maintain the balance of elders and deacons on the consistory.

*Please check the list of those currently serving and those who are not eligible to serve because they served recently on consistory.*

Believing that they having the qualities described above, I nominate the following people to serve as members of our Administrative Board:
