



OFFICE OF

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GENERAL SECRETARY / HEADQUARTERS OPERATIONS OFFICER

CHURCH OF THE NAZARENE • INTERNATIONAL HEADQUARTERS

June 2007 – World Mission Regions

MEMO TO: The District Superintendent
The District Secretary

FROM: David P. Wilson

REFERENCE: 2009 GENERAL ASSEMBLY INFORMATION

The Twenty-seventh General Assembly of the Church of the Nazarene is scheduled to convene in Orlando, Florida, USA, on Sunday, June 28, 2009. It will probably close on Friday, July 3. General/Global Conventions will precede the Assembly and are scheduled June 24-26.

The district assemblies from July 2007 through August 2008 will elect delegates as provided in the *Manual* (301-301.2). For this reason, I call your attention to several important steps:

1. Provisions in *Manual* paragraphs 301-301.2 provide information regarding district representation in the General Assembly. Phase 1 districts are governed in their eligibility for nonvoting delegate representation in paragraph 301.3. The charts for all districts are as follows:

PHASE 3 DISTRICT MEMBERSHIP	DELEGATES		
	MINISTERIAL	LAY	TOTAL
0 - 2,000	DS	1	2
2,001 - 5,500	DS + 1	2	4
5,501 - 9,000	DS + 2	3	6
9,001 - 12,500	DS + 3	4	8
12,501 - 16,000	DS + 4	5	10
16,001 - 19,500	DS + 5	6	12
19,501 - 23,000	DS + 6	7	14
23,001 - 26,500	DS + 7	8	16
26,501 - 30,000	DS + 8	9	18
30,001 - 33,500	DS + 9	10	20

PHASE 2 DISTRICT	DELEGATES		
	MINISTERIAL	LAY	TOTAL
	DS	1	2

PHASE 1 DISTRICT	DELEGATE (<i>Nonvoting</i>)		
	MINISTERIAL	LAY	TOTAL
	DS	0	1

2. Before the district assembly in which delegates will be elected, please refer to the 2009 delegate nomination/election guidelines which were provided to districts and regional offices by the Board of General Superintendents. Note: If a General Board member resides on your district, he or she is not an ex-officio delegate to the General Assembly by virtue of that position.

The Certificate of Election (COE) form for listing all elected delegates and alternates and Standing Committee Assignment information is prepared in a 4-page format. List each delegate's name as it appears on their passport, and provide both a mailing address and if different, a location address, primary & secondary phone numbers, and email address(es) for each person. Also, list the delegate names on the form in the order of their election. Based on a directive from the Board of General Superintendents, "in areas where there is difficulty in obtaining visas," elect TWICE the number of alternates equivalent to the number of delegates each district is entitled to have. Please report all elected alternates, and if necessary, use a separate sheet of paper. **Note that the Certificate of Election form is to be signed by the general superintendent, district superintendent, and district secretary.** (If you are unable to obtain the signature of the general superintendent on this form, send it to the regional office anyway, and that signature will be secured through the General Secretary's office.) Provide one copy of this completed form to the regional office, and keep a copy for your records. (The regional office will forward a copy to the general secretary.) If a Phase 3 district is eligible to elect more than 14 delegates, please use a separate form to report any additional delegates.

A facsimile (fax) version of this document is acceptable. An e-mail version of the form with an electronic signature may also be submitted to the regional office. The on-line system will accept only one signature, which should always be the district superintendent. Paper copies may include all signatures and then be mailed or faxed to the regional office.

3. A meeting of the elected delegates should be held before leaving the assembly. At this time, a chairperson of the delegation should be elected and all the delegates should be assigned to committees. To assist the delegates in choosing the committees on which they prefer to serve, a sheet of information about the business to be conducted by each committee should be made available to each delegate (Standing Committees—Duties). Requirements for membership on the various committees, (which are taken from the General Assembly "Rules of Order"), are given on page three of the COE form.

Note that a delegate can be a member of only one committee, and no committee can have more than one member from a delegation, until every committee has one member from the delegation. Each committee must also have a minister and a lay member assigned to it, before it can have two of either.

4. The district assembly may want to designate the elected general assembly delegates and alternates as a "Resolutions Committee" with power to act in case the district wishes to send resolutions to the General Assembly. When resolutions are presented, one copy of each resolution should be submitted on the official form. **All resolutions must be received in the General Secretary's office by December 1, 2008.**

An e-mail version of the form with an electronic signature may be submitted on-line to gensec@nazarene.org. A facsimile (fax) version of this document is also acceptable.

Note: A copy of any resolutions submitted by the district will also be provided to the regional office.

5. A "Certificate of Election" card will be prepared for each delegate (or alternate who is seated in place of a delegate) by the General Secretary's office. All cards will be held for processing by each regional general assembly coordinator and presented at General Assembly registration.
6. According to *Manual* 331.1, "After the delegates to the General Assembly have been elected, each Phase 3 district delegation shall meet to select candidates for nomination to the General Board..." These forms will be provided to World Mission Phase 3 districts by the regional directors. Any nominations submitted by the district should be sent **to the regional office** in order that a review of the nominations by the respective national board and regional advisory council may be scheduled.
7. A visa letter will be processed for all delegates. In order to expedite the processing of these letters, please be sure each name submitted on the Certificate of Election (COE) form is listed as it appears on each person's passport. Otherwise, the delegate may be denied a visa on that basis alone, since the name for a visa letter is taken from the COE form. Visa letters for visitors to the General Assembly will be processed only upon receiving written authorization from the respective regional director. The cut-off date to submit a request for a visa letter to be processed for a delegate or visitor is **February 15, 2009**.
8. ALL items pertaining to the General Assembly should be mailed **to the regional office immediately** following your assembly.

One copy of each form referenced in this memo (except the form identified in item #6) is attached/enclosed. The forms are available in five languages: English, French, Korean, Portuguese and Spanish. If you need additional copies of any of these forms or copies in a different language than what you received, you may either access the forms directly through the general assembly area of the nazarene.org web site <http://www.gacorlando.org> or request them by contacting the regional or field office.

The General Secretary's office is eager to be of service to you. We attempt to give careful attention to details prior to General Assembly, to allow greater freedom in processing important church business. Please contact us if you need additional information.

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Attachments/Enclosures

pc: Board of General Superintendents
World Mission Department Director
Regional Directors
Field Strategy Coordinators
Regional General Assembly Coordinators