



## *2018 Synod Committee Descriptions*

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# **Board of Directors, Board of World Mission**

*Moravian Church in America*

**Frequency of meetings:** Twice a year, Southern Province in the spring, Northern Province in the fall.

**Usual time of meetings:** Board meetings are typically all day Friday and Saturday, with travel expenses and accommodations provided.

**Areas of responsibility:** The Board of World Mission is the mission outreach agency of the Moravian Church in North America, representing the Northern, Southern, and Alaskan Provinces. It administers the mission work of these provinces, as well as mission work delegated to it by the Worldwide Unity of the Moravian Church. This includes relationships with assigned partner provinces of Costa Rica, Eastern West Indies, Guyana, Nicaragua, Labrador, Western Tanzania, and the Honduras Unity Province. The Board also works closely with the new mission work in Cuba, Peru, and Sierra Leone.

**Other mission initiatives of the Board include:**

Antioch (short-term missions); Likewise AIDS Ministry (helping confront the effects of HIV/AIDS and promoting community development); Moravian Volunteer Resources (disaster response and short term work crews); partnering with congregations in their mission outreach (e.g. Adopt-a-Village; Sierra Leone; Annie B Mission at Star Mountain); support for cross-cultural servants; and developing opportunities for education in mission while walking with congregations in their mission discernment.

**Qualities expected of members:**

- Feeling a deep commitment to the mission of our Lord through the Moravian Church
- Having experience in Christian outreach and/or involvement in the Church globally

- Being able to identify and prioritize mission needs
- Developing an understanding of each area of the board's work, with willingness to get involved
- Maintaining fiscal policies and budgets to oversee and support current Moravian mission work
- Establishing a vision and direction for future mission endeavors of the Moravian Church
- Providing information/education about mission issues and opportunities

**Length of Term:** Four years, eligible for re-election to a second consecutive term.

## **Board of Directors, Mission Society of the Moravian Church, South**

**Frequency of meetings:** Every other month, third Tuesday

**Usual time of meetings:** 7:00 p.m.

### **Areas of responsibility:**

- Sponsor the annual Mission Lovefeast (November) and Mission Awareness Dinner/Program (June)
- Invite Southern Province Moravians to participate in mission efforts through Society membership and other special offerings
- Establish the amount and provide quarterly disbursements for Moravian missionaries supported by the Society
- Offer grants for youth and adults involved in mission trips within the States and abroad, or those attending Mission Camp at Laurel Ridge
- Disseminate mission information and needs through a monthly newsletter, ONWARD
- Support the work of the Interprovincial Board of World Mission

- Assist as possible with emergency mission needs within the Unity
- Encourage congregational mission efforts
- Create an annual budget through appropriate management of the investment funds of the Society

**Qualities expected of members:**

All board members should:

- Be current in their membership with the Mission Society
- Regularly attend board meetings
- Serve on one committee of the board
- Attend the annual Lovefeast and Awareness Dinner
- Promote the work of the Society in their congregation, and others as possible
- Possess high interest in missions at home and throughout the Unity

**Length of term:** Four years, eligible for re-election to a second four-year term

## **Board of Trustees, Moravian Theological Seminary**

**Frequency of meetings:** Twice a year, April and October. Committees may meet additional times. Meetings may be attended in person or by audio or video conference.

**Usual time of meetings:** TBA, but generally scheduled two years in advance.

**Areas of responsibility:**

- Setting policy for the Seminary
- Helping to carry out the decisions of the Trustees

**Qualities expected of members:**

- Commitment to Christ, the Chief Elder of the Church

- Mature Christian experience
- Interest and concern for theological education as directed toward the training of women and men for ministry, continuing education for clergy, and education for the laity
- Reasonable participation in meetings of the Trustees and in the affairs of the Seminary by each Trustee is expected – to be a Trustee is not an honorary reward but is a call to service, the value of which is measured by the results of active and continuous support
- General interest in the entire institution of Moravian College, both College and Seminary.

**Length of term:** four years (between Synods), with possibility of re-election

## **Board of Trustees, Salem Academy and College**

**Frequency of meetings:** A minimum of three meetings a year (October, February, April), in addition to committee meetings.

**Usual time of meetings:** Full Board meetings may last a day and a half; biennial retreat may last two and a half days.

**Areas of responsibility:**

- The Board has the legal responsibility for the financial health and the direction of the Academy and College.

**Qualities expected of members:**

- Previous association with and/or enthusiasm for Salem or someone who understands the value of single sex or women's education
- Personally aligned with the vision and values of our faith-based institution
- Commitment to the calendar and to the work of the Board

- Willingness and time to work on the Salem Capital Campaign
- Commitment to financially contribute to Salem's Annual Fund and Capital Campaign

**Length of term:** four years, eligible for re-election, maximum of two consecutive terms

## **Board of Trustees, Salemtowne**

**Frequency of meetings:** Bimonthly

**Usual time of meetings:** Third Tuesday, 6:00 p.m.

**Areas of responsibility:**

- In accordance with its Bylaws, the business of Salemtowne is conducted by a volunteer Board of Trustees. All affairs of Salemtowne are managed by and under the direction of the board.
- Board members are expected to serve on at least one Board Committee. Standing committees include Executive, Finance, Development, Health Care, Facilities Planning, and Resident Life.

**Qualities expected of members:**

Due to advancements in medical care and increased regulatory requirements related to continuing care retirement community services, the board needs individuals with experience in the following:

- Business management in medical settings
- Direct medical care (physician, PA, nurse, occupational/physical/rehabilitation therapy, counseling)
- Facility construction and maintenance
- Financial acumen (accounting, tax, finance)
- Friend and fund raising
- Legal and regulatory

- Marketing and communications
- Strategic planning

**Length of term:** four years, eligible for re-election, maximum of two consecutive terms

## **The Provincial Elders Conference**

*Serving as a member of the Provincial Elders' Conference is a position of trust which requires a significant investment of time, energy, faith, and character. We trust the Holy Spirit to guide, both in the process of selecting nominees and in the election of those chosen by Synod. Through this process, the Spirit calls those who are to serve and brings them into this role.*

Members typically spend a minimum of between 20 and 30 hours each month fulfilling the PEC's responsibilities. This includes at least one in-person PEC meeting each month, with the possibility of an additional meeting, and engagement in other meetings (with Boards of congregations, pastors, etc.). Members are also appointed to and take an active part on other boards, commissions, or committees of the Province. They may travel outside the Province for periodic interprovincial and ecumenical meetings. PEC members must balance their personal perspectives with the need to be Elders for the entire Province, and to deliver the common priorities established by Synod.

### **Qualities expected of members**

Working together as a Conference, members should possess: strong communication skills, conflict resolution skills, the ability to engage in discernment and to make difficult decisions, knowledge of the Moravian church, including its polity and doctrine. Experience in the law, human resources, finance, or management is a plus, but not required for consideration. An active worship and prayer life and a supportive family and home

congregation enrich and provide a needed foundation for the service of PEC members.

### **Areas of Responsibility**

As stated in the Constitution, Section 10: It shall be the duty of the Provincial Elders' Conference to:

- See that the enactments of Synod are carried out, including implementation of strategic directives of Synod and setting plans and priorities for the Board of Cooperative Ministries
- Oversee candidacy and clergy development
- Approve ordination of Deacons and consecration of Presbyters
- Administer the call process and appointment procedures, including calling and superintending the ministers of the Province
- Set and monitor guidelines for compensation and benefits of clergy
- Supervise the congregations of the Province, encouraging them in their work and service, and hold Quadrennial Reviews with each congregation
- Determine the formation and structure of the Regional Conferences of Churches
- Provide Conflict Management support as needed
- Make necessary appointments to boards, commissions, and task forces
- Supervise and manage the day-to-day operations of the Province
- Oversee the Board of Cooperative Ministries (BCM), the Provincial Support Services Board (PSSB), and the Archives, including the appointment of professional staff
- Oversee Unity and ecumenical relationships
- Oversee planning and preparation for Synod, including: fixing the date and place of the meeting of Synod, calling special Synods, acting as the standing committee of credentials at all Synods, and appointing the officers,



committees, and committee chairpersons prior to the convening of Synod

- Oversee new church development and pass upon the admission of new congregations
- Approve the Provincial Budget
- Allocate available financial resources of the province based on Synod priorities
- Act on requests from congregations for relief from provincial share allocations
- Act on requests from congregations to obtain loans for buildings, property, renovations, and equipment
- Upon review by the Provincial Support Services Board, act on requests for any fund raising solicitation of the congregations or their members by other congregations, boards, agencies, or individuals
- Exercise joint responsibility, with the Provincial Elders' Conference of the Moravian Church in America, Northern Province, as members of the corporation of the Moravian Ministries Foundation in America
- Manage, report, and communicate progress and successes from Synod directives
- Communicate with the Bishops' Conference

**Length of term:** four years (through the Synod of 2022), with the possibility of re-election to a second term.

## **Provincial Women's Board**

The Provincial Women's Board acts on behalf of all women of the Southern Province. Its purpose is to assist the Province and promote fellowship among the women, as well as encourage spiritual growth.

**Frequency of meetings:** Second Thursday of January, April, September, and November, possible one-day retreat in August.

**Usual time of meetings:** To be determined by new Board

**Areas of responsibility:**

- Provide opportunities for the women of the Southern Province to work together on a variety of long and short-term projects
- Maintain contact with Sunnyside Ministry, Salemtowne, Laurel Ridge, Mission Society, Church Women United, Unity Women's Desk, and Yokefellow Ministry - suggesting appropriate projects to the Board and to the women of the Province
- Organize, publicize, and conduct the Spiritual Life Women's Retreat and Fall Provincial Women's Workshop
- Organize and publicize Days of Prayer
- Publicize and administer the Pfohl Ministerial Fund and Seminary Student's Emergency Fund, Salemtowne Endowment Fund, and Elizabeth Norfleet Miller Fund
- Appoint Southern Province members of the Planning Committee for the Moravian Women's Conference and provide assistance and expertise when needed

**Qualities expected of members:**

- Active involvement in the Women's Fellowship of a local Moravian Congregation
- Enthusiastic participation in women's activities in the Province
- Commitment to attend all regular board meetings, the spring retreat, and all provincial activities sponsored by the PWB
- Service on at least one of the Board's committees and to keep in contact with several Fellowships of the Province
- Personal commitment to serve our Lord in action and in prayer
- Quarterly attendance at meetings and retreats of the PWB. Please notify president or PWB office if unable to attend the meetings

**Length of term:** four years, eligible for re-election for a second term of four years

Members also need to have access to the internet; with e-mail, Skype, or conference calls.

Limited assistance with travel expenses is available.

## **Application Process**

All are welcome to recommend someone or to apply for nomination for these positions. Recommendations are due no later than Oct. 16, 2017. Applications are due no later than November 13, 2017.

To **recommend** someone as a candidate for nomination a **Provincial Board Candidate Recommendation Form**.

To **apply** as a candidate for nomination to any of the Provincial Boards EXCEPT Provincial Elders' Conference, use a **Provincial Board Candidate Information Form**.

Those interested in service on the Provincial Elders' Conference should complete the **PEC Candidate Information Form**.

There are **two options** for making recommendations or applying.

- Through an online form.
- Through a printed form to be downloaded, completed and delivered either via email or regular mail.

For access to the online form or the downloadable printed form, please go to the [Nominations and Elections](#) section on the Southern Province website.

*(continued)*

Please mail printed forms to:

Moravian Church, Southern Province  
Synod Nominations Committee  
459 S. Church Street  
Winston-Salem, NC 27101

Please email printed forms as an attachment to:

[mensp2017synod@gmail.com](mailto:mensp2017synod@gmail.com)

Use the subject line: “Synod Nomination Form”

All candidates must complete a candidate information form and provide a recent photograph.

### **Nominations Process**

The Nominations Committee reviews all candidate information and determines which candidates qualify to become official nominees for the 2018 Synod Elections. An election manual, which includes sample ballots, will be forwarded to all Synod delegates for review in early 2018. The Committee will notify candidates about whether or not they are selected for formal nomination.

### **Questions?**

Contact Nominations Committee Co-Chairs Cheryl Cottingham (336-749-3906 [cottingreen@outlook.com](mailto:cottingreen@outlook.com)); Neil Routh (336-786-5627 or [nrouth@gracemoravianchurch.org](mailto:nrouth@gracemoravianchurch.org)) for any questions.

With the joy of serving Christ together,

The 2018 Synod Nominations Committee<sup>1</sup>

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<sup>1</sup> Nominations Committee Members are: Cheryl Cottingham and Neil Routh (Co-Chairs), Donna Hurt, Judith Justice, Tamra Thomas, and Russell Williams.