

Hope Church Network Church Officer Affirmation/Reaffirmation Process

This process map aims to outline the steps required to appoint church officers and Trustees. The dates in this process are geared towards completing the vote in time for the AGM, however affirmations may take place at other times – this can happen if a Trustee/Officer steps down mid-year. It should also be noted that church officer affirmations are not linked to the timing of the AGM (unless the officer is also a Trustee).

This process map should be read alongside the Hope Church Network Constitution; where a step in the process is mandated by the Constitution, this is shown in bold.

There is a separate Trustee appointment process map, which addresses additional steps required.

Step	Action	Who ¹	When ²
1	Request nominations for elders, deacons and trustees. This is done at a) the Annual General Meeting and b) at a Church meeting for each local church. The process can, however, be initiated at any time by the local church elders. Members are asked to submit nominations to the elders of the nominee's church. If any nominee is currently not a member, they must be eligible (and willing) to become a member once appointed.	AGM: Trustees, Church Meetings/ad hoc: Elders of the local church.	At least 4 weeks before the start of the process.
2	Identify all reaffirmations (both Trustee and Church Officer) required in the calendar year. Notify the Trustees and elders (of each candidate's church). Church officers are appointed for a 3 year period. Also 1/3	Governance Deacon	1 st January

¹ Note, if the person responsible for an action is a candidate in the affirmation process a deputy will need to be appointed to fulfil their role for some steps of the process.

² The timescales are illustrative with a view to being ready for a June AGM. Affirmations can be done at other times of the year.

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Step	Action	Who ¹	When ²
	of the Trustees must step down each year.		
3	The Elders review the candidates from their own Church with their fellow elders, to decide: a) Do they want to reaffirm each candidate (and if not, who could be the replacement); b) If there are any new officers to affirm. At this stage, the elders should consider seeking feedback for the candidates. Using this and any other feedback received, assess whether there are any issues to resolve (or even if there are concerns which mean that we should hold fire on progressing the affirmation)	Church Elders	31 st January
4	Candidates identified in step 3 are approached to confirm if they are willing to stand for affirmation. If they decline, then step 3 needs to be repeated for that role.	Elders	14 th February
5	The Elders ask the Trustees to approve any candidates put forward for affirmation as a Trustee. This step is not required for Church officers.	Trustee Elders	28 th February
6	Create a write up for each candidate to include on the ballot form.	Elders	14 th March

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Step	Action	Who ¹	When ²
7	Confirm dates for the ballot and arrange details with the administrator.	Governance Deacon	21 st March
8	Send out ballot(s) to church members. This will allow 28 days for voting.	Administrator	1 st April
9	Each Church Officer must receive a positive vote from at least 2/3 of the membership of their local church.	Administrator/Governance Deacon	29 th April
10	Each Trustee must <u>also</u> receive a positive vote from at least 2/3 of those members of the network, who have voted. The administrator will chase votes (for both church officers and Trustees) after about 2 weeks.	Administrator/Governance Deacon	29 th April
11	The Administrator notifies the Governance Deacon of the results. The Governance Deacon shares this with the Trustees and the Church Elders.	Administrator, Governance Deacon, Elders	30 th April
12	If a successful candidate does not have a DBS check recognised by Hope Church, a fresh DBS application needs to be raised. For non-Trustees: Church Elders request this via their local DBS Recruiter. For Trustees: The Governance Deacon will liaise with the DBS Recruiter.	Church Elders, Governance Deacon, DBS Recruiter	ASAP

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	Note, the candidate can be affirmed while the DBS check is under way.		
13	If any candidate fails to achieve the required vote the relevant Elders will meet to discuss next steps.	Church Elders	ASAP
14	The result is announced at the next Sunday service of each church. It is also published in the next Noticeboard and/or sent out via email.	Governance Deacon (who will ask the elders of the other church to make their announcement)	Next Sunday after 30 th April
15	For any new appointees: Provide Hope Church email address for the officer. Add them to the appropriate group mailboxes. This should also include any other communication groups (e.g. WhatsApp) A copy of the Statement of Faith and Core Values is sent to any new appointees.	Governance Deacon Communication Group Administrators.	ASAP
16	Update the Affirmation Spreadsheet on Box.	Governance Deacon	30 th April
17	Update details on ChurchSuite.	Administrator	30 th April
18	Report the Affirmation results at the next AGM. It is expected that the results will also be announced at the next local church meeting.	Governance Deacon	AGM