

ANNUAL RENEWAL PROCESS FOR ASSOCIATES IN THE LOCAL CHURCH

STEPS TO RENEW or NOMINATE AN ASSOCIATE PASTOR or STAFF MEMBER:

1. By April 30. The pastor should request from the district superintendent written approval to nominate each paid staff member to the church board for election. This must be done annually, and is best handled in conjunction with the end of our church year (June 30), regardless of the initial start date of the staff member.[1]
2. By May 15. The district superintendent will respond to the request for approval for each nominated staff member. The church board should only vote on the nomination when written approval has been received from the district superintendent.
3. By June 30. The church board should vote on each staff nomination. A majority vote of the Board is required in order to continue the employment of a staff member for another year.

160.1. All local paid or unpaid associates who provide specialized ministry within the context of the local church and enter into a relationship of vocational ministry within the church, including directors of childcare/schools (birth through secondary), shall be elected by the church board, having been nominated by the pastor. All nominations must have prior approval in writing by the district superintendent, who shall respond within 15 days after receipt of the request. (160.4, 208.12)

160.2. The employment of such associates shall be for no more than one year and may be renewed upon recommendation of the pastor with the prior written approval of the district superintendent and the favorable vote of the church board. The pastor shall be responsible to conduct an annual review of each staff member. The pastor, in consultation with the church board, may make recommendations for staff development or modifications in job description as indicated by the review. The dismissal of all local associates prior to the end of the employment term (end of fiscal church year) must be by recommendation of the pastor, approval of the district superintendent, and the majority vote of the church board. Notification of dismissal or nonrenewal must be given in writing not less than 30 days prior to the termination of employment. (129.27)

160.3. The duties and services of such associates are to be determined and supervised by the pastor. A clear, written statement of responsibilities (job description) shall be made available to such associates within 30 days of the beginning of their responsibility to the local church

—Nazarene Manual 2005-2009

[1] For example, if an employee joins the staff in December, having received the approval of the DS and a favorable vote of the church board, the renewal will still come at the end of the church year, even though the employee has served less than one full year. Thereafter, the renewal will be on an annual basis at the end of the church year.