

How to Elect Delegates to District Assembly and Conventions

Pastors and Church Offices,

As District Assembly registration opens, we want to clearly outline the required process for **electing and reporting delegates** to the District Assembly and Auxiliary Conventions (NDI, NMI, NYI).

In recent years, confusion around delegate eligibility and registration has resulted in individuals being **unable to vote** during Assembly sessions. To prevent this, it is essential that each local church follows the **procedures outlined below**, which are taken directly from the **Church of the Nazarene Manual**.

The *Manual* is a governing and legal document for our denomination (<https://nazarene.org/manual>). Please review the information below carefully and ensure your local elections and registrations are completed correctly.

Important: Delegates must be properly **elected**, reported in a **Certificate of Election**, and correctly **registered** for the elections in which they are eligible to vote. **All delegates must be members of their local Nazarene Church.**

Please contact **District Secretary Chris Baker** (609-780-7565; districtsecretary@philanaz.org) with any questions regarding the DA delegate election process or reporting.
Please contact **District Admin. Asst. Danielle Cook** (215-582-0891; districtoffice@philanaz.org) with any questions regarding DA registration or the online voting system.

Ex Officio Delegates to the District Assembly:

These delegates do **not** count toward your total number of elected delegates to the Assembly.

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| • Ordained Elders (Assigned) | • Local NDI President OR Vice President |
| • Ordained Deacons (Assigned) | • Local NMI President OR Vice President |
| • District Licensed Ministers (Assigned) | • Local NYI President OR Vice President |
| • District Advisory Board Members | • Active Lay Missionaries from a Local Church |
| • District Auxiliary Presidents | • Retired Lay Missionaries from a Local Church* |
- *Must have been active at time of retirement.*

All Ex Officio Delegates and Elected Delegates must be reported in the Certificate of Election, which may be found at www.philanaz.org/reporting.

Churches may use the same elected delegates for the Assembly and AUX Conventions when applicable.

Delegates to the District Assembly (DA Business Session) – 2023 Manual 201.2

- Local churches and church-type missions in districts of 5,000 or more full church members shall be entitled to representation in the district assembly as follows: one lay delegate from each local church or church-type mission of 75 or fewer full church members, and one additional lay delegate for the next 50 full members, and for each successive additional 50 full members. (See chart below.) (24,115.14-115.15, 201)

0-75 Members → 1 Delegate
76-125 Members → 2 Delegates
126-175 Members → 3 Delegates
176-225 Members → 4 Delegates
226-275 Members → 5 Delegates
276-325 Members → 6 Delegates
326-375 Members → 7 Delegates
376-425 Members → 8 Delegates
426-475 Members → 9 Delegates
476-525 Members → 10 Delegates

(For every 50 members above 525, 1 additional lay delegate)

NDI Delegates – 2023 Manual 812, “District NDI Convention”

- Ex-officio members of the District NDI Convention shall be: the district superintendent; all pastors, assigned ordained ministers, assigned district licensed ministers, retired assigned ministers, full-time associates; district NDI President; district coordinators of CM and AM; district NYI president; district NMI president; all local NDI Presidents, local discipleship coordinators, local NYI presidents; elected members of the District NDI Board; lay members of the District Advisory Board; any Nazarene full-time professors of Christian education with membership on that district; and field, regional, and global NDI officers.
- In addition to the delegates listed above, each local church in the annual meeting shall elect additional NDI delegates to the Convention. This number shall be **25 percent** of the number of officers, teachers, and leaders of the local NDI ministries. In case elected delegates cannot attend the convention, alternate delegates shall be designated in the order of the votes received.

NMI Delegates – 2023 Manual 811, “District Meetings”

- Ex officio members of the convention shall be the district NMI council, district superintendent, all assigned ministers and full-time salaried associate ministers of local churches; lay members of the district advisory board; the local NMI presidents of the assembly year just ending and newly elected NMI presidents or newly elected vice presidents if the newly elected president cannot attend; Global NMI Council member; retired assigned ministers; retired missionaries; missionaries on home assignment; and missionary appointees; and any former district presidents who retain their membership on the district.

- Elected delegates from each local church or church- type missions shall be NMI members (15 years of age or older). The number of maximum elected delegates shall be based on the following formula: two delegates from each local NMI of 25 members or fewer, and one additional delegate for each additional 25 members or major portion thereof. Membership shall be based on the NMI membership reported at the local NMI annual meeting when elections take place.

NYI Delegates – 2023 Manual 810.219, “District NYI Convention”

- The number of local **NYI delegates** for each church is determined by the **membership figures on the most recent local Pastor’s Report** prior to the District Assembly. District NYI leadership encourages local churches to make suitable arrangements for the expenses of delegates attending the District NYI Convention.
- The local NYI delegation to the District NYI Convention for churches with **30 or fewer** NYI members consists of:
 - The pastor and youth pastor or any full-time paid pastoral staff who participate in NYI ministry;
 - The newly-elected local NYI president;
 - Up to four elected delegates, with at least half being within the district-established NYI ministry focus.
 - Local churches may add an additional delegate for each successive 30 local NYI members and/or final major part of those 30 members (i.e., 16–29 members). At least half of any additional delegates must be also within the district-established NYI ministry focus.
- The pastor of any local church or director of an approved Nazarene Compassionate Ministries Center not having an organized NYI may appoint one delegate.

Number of NYI Members	Number of Delegates*
5–45	4
46–75	5
76–105	6
106–135	7
136–165	8
166–195	9
196–225	10
226–255	11

*Number of elected delegates from a local NYI does **not** include ex officio delegates (NYI president, pastor, youth pastor, District NYI Council members from a local church, etc.).