



Multicultural Christian Fellowship of Australia Incorporated

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NOMINATION FORM AND INFORMATION

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Following the pattern of Acts 6:1–7, the MCFA congregation identifies potential candidates for elder and deacon through the nomination process. The serving elders and pastors then review the candidates according to biblical qualifications and present qualifying candidates to the congregation for election. The Scripture is clear that it is the Holy Spirit who guides us in choosing elders and deacons for service (Acts 20:28).

INSTRUCTIONS

- **THE NOMINATORS must fill out the PART 1 of the form.**
- **THE NOMINEE must complete PART 2 and sign this form.**
- **Signed and Completed form/s MUST be sent to secretariat.mcfa@gmail.com.**
- **INCOMPLETE and UNSIGNED Forms will not be considered.**

PART 1 — To be completed by the NOMINATOR 1

Date: _____

Nominator Name: _____

Phone: _____

Email address: _____

To be completed by the NOMINATOR 2

Nominator Name: _____

Phone: _____

Email address: _____

PART 2 — To be completed by the NOMINEE

*Candidate must meet all eligibility requirements on page 2 of this form.
Please provide preferred phone and email for your ministry use.*

Nominee Name: _____

Nominee Spouse's Name: _____

Address: _____

Preferred Phone: _____

Preferred Email: _____

I, _____ (NOMINEE)
accept this nomination to be considered as a
candidate for:

- ☐ ELDER
- ☐ DEACON
- ☐ SECRETARIAT
- ☐ TREASURER

*I believe I meet the qualifications listed on page 2 of
this form and have the abilities necessary to perform
the duties.*

Signature Over Printed Name

Date

Qualifications and Standards for Elders and Deacons

Please prayerfully study the following Scriptures:

1 Timothy 3:1–13; Titus 1:6–9; 1 Peter 5:1–3; Acts 6:1–7

Moral and Spiritual Character

- Above reproach
- Husband of one wife/wife of one husband
- Having children who believe
- Not self-willed
- Temperate (self-controlled, balanced)
- Prudent (good judgment)
- Gentle (forbearing)
- Peaceable (not contentious)
- Hospitable
- Devout (holy, pleasing to God, loyal to His Word)
- Not addicted to wine
- Free from the love of money
- Not shepherding for personal gain,
- Not a new convert

Abilities

- Able to manage his/her household well
- Able to provide a model of Christian living for others to follow
- Able to teach and defend the faith (qualification for elders)

Spirit-given Motivation for the Task

- Personal desire to love and care for God's people
- Personal desire to serve God's people and others
- Not shepherding under compulsion, but voluntarily
- Not lording it over the flock, but proving to be an example
- Committed to the Mission and Vision of MCFA

Eligibility

Eligibility is restricted to candidates who meet these requirements:

- Must be a member of MCFA and have been so for at least one year
- Must not be a full-time employee of MCFA

Elder Functions & Basic Responsibilities

OVERVIEW

It is difficult to give details of all of the responsibilities of biblical elders, but this may be a helpful guide. There are three main areas of responsibility for elders: shepherding, instructing, and governing.

I) SHEPHERDING

A) Caring and watching over the flock

- 1) To care for the flock spiritually (Acts 20:28; 1 Peter 5:1–4) The elder will shepherd, watch, warn, instruct, and admonish.
- 2) To promote the faith among believers by word and by example (Hebrews 13:7)
- 3) To watch over the individual spiritual progress among believers (Hebrews 13:17)

B) To pray for the flock

- 1) For physical and spiritual needs (James 5:13–18)

C) To be generous

- 1) To provide voluntary help in time of need (Acts 20:34–35)

D) To exemplify the Christian life

- 1) The elder must be an example (1 Peter 5:3)
- 2) He must have responded well to suffering (1 Peter 4:12–5:4)

II) INSTRUCTIONAL

A) Preaching and teaching

- 1) To be able to teach and to exhort in sound doctrine (1 Timothy 3:2; Titus 1:9)
- 2) Believers have to be taught the truth and brought to spiritual maturity (Ephesians 4:7–16; Colossians 1:28–29).
- 3) To watch for false teachers and false teaching (Acts 20:28–31)
- 4) To warn believers about false teaching (Titus 1:9)

III) GOVERNING (1 Thessalonians 5:12–13)

A) Decision-making and church management

- 1) To make doctrinal decisions (Acts 15:2)
- 2) To manage the affairs of the church (1 Timothy 3:5)
- 3) To arbitrate and to rule (1 Corinthians 6:5; Hebrews 13:17; 1 Thessalonians 5:12–13)

B) Exercising discipline

- 1) To discipline individuals when appropriate (1 Corinthians 5:2)

CONCLUSION

Being an elder requires much prayer and expenditure of spiritual, emotional, and physical endeavour (1 Thessalonians 2:1–12; 1 Thessalonians 5:12–13; 1 Timothy 3:1). However, there is a great reward (1 Peter 5:4).

Deacon Responsibilities & Expectations

The following list comprises some of the responsibilities and expectations of the role of Deacon at MCFA:

- Faithful attendance at corporate worship
- Membership interviews
- Serve communion
- Hospital visitation (serving with other deacons, elders, and the pastors)
- Prayer
- Faithful attendance to monthly meeting (receive financial updates, membership, attendance updates, as well as briefings on other important items that impact the church family and the spiritual growth of the Body; challenge from the Pastor)
- Pastoral Search Committee
- Giving tithes and offerings to MCFA
- Identification as a spiritual leader — available to congregation and guests to assist in any way
- Potential “training ground” for future service as an elder
- Set an example for others in the way that issues or conflicts are handled
- Answer questions / concerns from members and guests
- Service projects
- Ministry service (e.g. Children’s Ministry, Men’s Ministry, Women Ministry)
- Assist with greeting and ushering, as needed and for special events.

Secretariat Responsibilities & Expectations

The following list comprises some of the responsibilities and expectations of the role of Secretariat at MCFA:

- Keeps a careful record of all the minutes of Fellowship meetings, reading them to correction and approval when called for.
- Takes, prepares and distributes minutes of the officers' meetings and Fellowship business meetings.
- Record and notify any incoming correspondence and write outgoing correspondence as requested by the Executive Board.
- Keep records, on file of all important documents of the Fellowship.
- If willing, act as the Public Officer of the Fellowship. Duties will be according to the Association Act (NT) 2003.
- Maintain the register of members in accordance with section 34 of the Act.

TREASURER Responsibilities & Expectations

The following list comprises some of the responsibilities and expectations of the role of Treasurer at MCFA:

- Faithful attendance at corporate worship.
- Keeps an account of all monies received from the Fellowship and all monies expended, taking receipts for all disbursements, and keeping a ledger as such.
- Oversees the counting of the regular offering and is responsible for each offering to be receipted in a book and this to include the signature of at least one person other than the treasurer.
- Receives all offerings from the ushers and from all other groups of the Fellowship and deposits them in a General Fund set up through a bank.
- Ensure cheques are signed by him/her and at least one other Executive Board member or by any 2 other Executive Board members authorised by the Executive Board.