# NOTIFICATION OF CHURCH DELEGATES

**This form is to be used to advise the BUV of your current Church Assembly Delegates & Alternate Delegates. It replaces all previous notifications and remains current until further written notice. Where multiple forms are required, please complete each in full.**

**1: Church Assembly Delegates**

Church Assembly Delegates are those people who have been officially nominated by their church at a church members meeting to represent them and vote on behalf of their church at BUV Gatherings and Assemblies.

The number of delegates each church may nominate is 2. In addition, 1 official delegate for each complete 50 members above the first 100 (based on the annual statistical return to the BUV) may be appointed.

The Union Administrator will seek confirmation of each church's official delegates each year. Where no confirmation is received, the last appointed delegates advised to the BUV will be assumed to continue.

For your guidance – the following table gives the number of delegates that can be nominated according to the church membership listing:

| | | | |
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| 001 to 149 = 2 | 300 to 349 = 6 | 500 to 549 = 10 | 700 to 749 = 14 |
| 150 to 199 = 3 | 350 to 399 = 7 | 550 to 599 = 11 | 750 to 799 = 15 |
| 200 to 249 = 4 | 400 to 449 = 8 | 600 to 649 = 12 | 800 to 849 = 16 |
| 250 to 299 = 5 | 450 to 499 = 9 | 650 to 699 = 13 | 850 to 899 = 17 |

**2: Alternate Delegates**

A church may send an alternate delegate to any Assembly for any official delegate who is not present. Approved alternate delegates can be advised in writing to the BUV at any time.

**3: Ex Officio Delegates**

There are a number of positions within the Baptist Union and its Agencies which automatically hold Delegate status. These people do not need to be nominated by your church. They will be contacted directly by the BUV. The church they attend is not relevant to their Delegate status. We would therefore recommend that you **do not appoint these people as your Church Assembly Delegates** as they will already be voting by way of their ex officio status and in this way will not count towards your total:

- **The Officers of the Union (Director of Ministries, Secretary, Honorary Legal Advisor, Vice President, President and Past President)**
- **Past Presidents of the Union**
- **Ministers of or belonging to The Baptist Union of Victoria whose names are on the Official List referred to in the By-Laws (Ordained Reverends)**
- **Chairman, Secretary and Treasurer of each Committee, Department, Agency, Affiliated Organisation, or constituent body, other than a Church**
- **Members of the Advisory Board**
- **The Principal and Professors for the time being of Whitley College**
- **The Principal for the time being of Carey, Strathcona and Kilvington Grammar Schools**
- **Members of Executive Council**

## NOTIFICATION OF CHURCH ASSEMBLY DELEGATES

At a Members Meeting held on ____ /____ /____ it was resolved that the following representatives will attend the Assemblies of the Union as Church Assembly Delegates for _____ *(name of constituent church)* until further written notice.

| | | | |
|---|---|---|---|
| **Full Name:** | | **Title:** | |
| **Email:** | | **Ph:** | |
| **Postal Address:** | | | |

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|---|---|---|---|
| **Full Name:** | | **Title:** | |
| **Email:** | | **Ph:** | |
| **Postal Address:** | | | |

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| **Full Name:** | | **Title:** | |
| **Email:** | | **Ph:** | |
| **Postal Address:** | | | |

| | | | |
|---|---|---|---|
| **Full Name:** | | **Title:** | |
| **Email:** | | **Ph:** | |
| **Postal Address:** | | | |

## NOTIFICATION OF ALTERNATE DELEGATES

At a Members Meeting held on ____ /____ /____ it was resolved that the following representatives will attend the Assemblies of the Union as Church Alternate Delegates for _____ *(name of constituent church)* in lieu of our Church Assembly Delegates (where they are unable to attend) until further written notice.

| | | | |
|---|---|---|---|
| **Full Name:** | | **Title:** | |
| **Email:** | | **Ph:** | |
| **Postal Address:** | | | |

| | | | |
|---|---|---|---|
| **Full Name:** | | **Title:** | |
| **Email:** | | **Ph:** | |
| **Postal Address:** | | | |

**Name of Sec/Administrator:** _____ **Signature:** _____

**Please return completed form to:**
BUV Admin Dept.
PO Box 377 Hawthorn Vic 3122
Fax: 03 9880 6123 Email: admin@buv.com.au

BUV OFFICE USE ONLY:
ACT Date: / / Staff: