



Franconia Mennonite Conference Delegate Selection Worksheet

As a member congregation of Franconia Mennonite Conference, your congregation has the privilege of sending lay delegates, elder/deacon delegates, and credentialed leaders to conference assembly each year.

This worksheet is designed to assist you in calculating how many delegates may represent your congregation at conference assembly.

Lay Delegate Selection	
Please refer to the “Qualification and Skillsets” section of the Franconia Mennonite Conference Delegate Ministry Description for more information on the qualification to be a delegate.	
Congregation Size	Number of Lay Delegates
Up to 100 members	1
101 – 200 members	2
201 – 300 members	3
301 – 400 members	4
401 – 500 members	5
501 – 600 members	6
601 – 700 members	7
701 – 800 members	8
801 – 900 members	9

Elder/ Deacon Delegate Selection	
Please refer to the “Qualification and Skillsets” section of the Franconia Mennonite Conference Delegate Ministry Description for more information on the qualification to be a delegate.	
Congregation Size	Number of Elder/ Deacon Delegates
Up to 250 members	1
250 + members	2

Credentialed Leader Delegate Selection
All active credentialed leaders are delegates.
Retired or inactive credentialed leaders are not delegates, unless appointed by the congregation as a lay delegate or elder/deacon delegate.

Guidelines for Selection of Delegates to Franconia Conference Assembly

1. All ordained and licensed leaders who hold active credentials (as defined by *A Mennonite Polity for Ministerial Leadership*) shall be voting members in the Conference. Congregations may appoint members who are retired or inactive ministers to serve as delegates to the Conference Assembly.
2. One deacon or one elder for congregations with a membership of less than 250. Congregations with a membership of more than 250 are eligible to send two deacons or elders.
3. Former overseers, ministers, ordained deacons who no longer have official duties in a congregation, but who still carry responsibilities for preaching and ministry in the conference (but not inactive ministers/chaplains).
4. Conference Board members.
5. One lay delegate for every 100 members or fraction thereof.
6. Delegates "shall be persons who are in good standing with a member congregation, who are actively involved in the life and work of the congregation or the conference, and who manifest spiritual discernment and mature judgment."
7. Congregations are encouraged to consider asking persons to serve as delegates to both Conference Assemblies and Mennonite Church USA General Assemblies, due to the synergy this can create for both the congregation and the broader church.
8. It is recommended that lay delegates be chosen for three-year terms. We recognize that a few congregations may find it more convenient to appoint lay delegates for longer terms. We want to grant this freedom but sincerely hope that such variations are the exception.
9. **Terms of office for all lay delegates shall end on June 30.** Congregations with more than one lay delegate should stagger the expiration date so that not all members end service in the same year.
10. When a lay delegate, for reasons of death or moving to another location, cannot complete a term of office, a replacement should be selected for the unexpired term and the conference office should be notified.
11. When membership in a congregation increases to the point where the congregation is entitled to an additional lay delegate, that additional member shall be selected to a three-year term beginning July 1. Congregations are cautioned to carefully evaluate whether the membership increase is and will be a permanent factor in the experience of the congregation.
12. The use of proxy delegates is discouraged. There may be situations in congregations having only one lay delegate that calls for the use of a proxy lay delegate to insure that congregation's lay representation in Assembly sessions. Congregations with more than one lay delegate should have no need to use proxy delegates. If and when a congregation uses a proxy delegate, the name and address of the proxy shall be given to the Conference Center office before the day of Assembly sessions or a written notice with this information shall be given to the Assembly recording secretary before the opening session of the Assembly.
13. Congregations are encouraged to name persons serving in key leadership roles as their lay delegates.