

<p style="text-align: center;">Yarra Yarra Presbytery Leadership Team <i>Instructions for electronic nominations process</i></p>
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1. Click on <http://yarrayarrapresbytery.unitingchurch.org.au/nominations/> to access the Presbytery Nominations website
2. The text at the top of the main page will give you information about where the printed nomination will need to be sent and the deadline for this – take this information down if you need to.
3. You will see below a list of positions for which nominations are being sought. The links highlighted in orange are ‘live’, or open for nomination. These include Presbytery officers, committee chairpersons, committee membership and conveners for two of the working groups.
4. Click on the position you wish to nominate for, and read the text detailed there about the nature of the role and some of the skills and gifts it requires.
5. Begin your nomination by clicking the box at the bottom of the page that indicates you have read the information and proceeding to the next step.
6. Enter the details the next page asks you for – where the form requires **nominator** details, this is the person who is nominating someone for a position. The **nominee** is the person being nominated. Ensure you input these details correctly so you don’t accidentally nominate your nominator!
7. As part of the details for the nominee you will need to:
 - indicate whether the nominee is a member of presbytery (if you are not, that is okay, and if you are not sure – ask us!)
 - provide a brief profile of the nominee, to indicate why you believe this person should be appointed to the position. It may be relevant to include qualifications or experience, skills, personal qualities, and details of church committees on which the nominee has served. This is no more than 500 characters, or about 90 words.

Once you have done all this, click ‘submit your nomination’ and review the information on the next page. Print the form and have it signed by both the nominee and nominator then send it to either the mailing or e-mail address.

If you cannot print for whatever reason, do not worry! We will have received an electronic copy of the submission, so all we will need is an email from the nominator affirming their support of the nomination. Please have this sent to pyy.secretary@victas.uca.org.au.