



14 September 2026

## **CIRCULAR TO:**

Church Clerks  
Church Pastors

### **Re: Delegates to the North NSW Conference Constituency Meeting – 19 September 2027**

Dear Church Clerks and Church Pastors,

In accordance with the North NSW Conference Constitution, a Constituency Meeting is required every four years. This meeting will be held at the Big Tent site, Yarra Holiday Park, 250 Grassy Head Road, Stuarts Point NSW 2441, on Sunday, 19 September 2027, commencing at 9am. A document addressing frequently asked questions about the Constituency Meeting is enclosed for your reference.

### **Delegate Nomination**

**ACTION REQUIRED** – Elect your delegates. Convene a church business meeting to elect your Constituency Meeting delegates.

**Eligibility:** Members in good and regular standing on the local church roll.

**Delegate allocation formula:** 2 delegates per church, plus 1 additional delegate for every 40 members (or major fraction thereof) on the church roll.

**Delegate Nomination Online Form – Preferred Method:** Each church clerk will receive a unique, password-protected link that opens only that congregation's nomination form. The form is designed to allow only the allocated number of delegates for your church, as per the formula described above. You may enter fewer names than allocated.

If you are unable to use the unique form link, please contact [leenasoloman@adventist.org.au](mailto:leenasoloman@adventist.org.au) for an alternative method.

**The church pastor is not an ex officio delegate:** Should the pastor wish to attend, they must be elected as one of the church's regular delegates.

**Selection Committee:** Every church needs to nominate one member (for some churches more than one, depending on membership) for the Selection Committee, which is scheduled to convene on Sunday, 18 April 2027 at 1:00 pm (the first Sunday of Big Camp) at Yarra Holiday Park to appoint the Nominating Committee. The member selected for the Selection Committee is a delegate to the Constituency Meeting as well and will need to be present in person for both meetings.

Following the election of delegates, registration and invitations will be distributed directly to the delegates by the Conference. All delegates are required to register their details to ensure the integrity of communications and the efficient administration of the meeting. Registrations will be verified against the returned nominations.

Delegate nominations must be submitted no later than Monday, 21 December 2026.

**Accommodation and Logistics:** Accommodation and travel arrangements are not required at this stage.

# Seventh-day Adventist Church™



*North New South Wales*

**Delegate Commitment and Substitutions:** When selecting delegates, please ensure they are available to attend from 9:00 am on Sunday, 19 September 2027. The meeting cannot proceed until at least 60% of delegates have registered their attendance. Please note that last-minute substitutions are not permitted under the Constitution.

Should a delegate withdraw prior to the meeting, the church clerk may submit the name of an authorised replacement to [leenasoloman@adventist.org.au](mailto:leenasoloman@adventist.org.au) no later than Friday, 10 September 2027. Replacement delegates will receive their copy of the Constituency Meeting book upon arrival at the venue.

Should you have any queries regarding the above, please do not hesitate to contact our office. Thank you for your prompt attention and cooperation in this matter.

Yours faithfully,

**Leena Soloman**

Executive Assistant | ACMS | Risk Management Coordinator

President | General Secretary

Seventh-day Adventist Church – North New South Wales Conference