

**NOMINATION FORM**

# 2010 Potomac District Lay Leader of the Year

Is there an outstanding teacher or lay leader in your church who has positively influenced your life? Please help us honor them for their ministry and dedication by completing and returning this nomination form. Nominate a lay leader who demonstrates excellence as a **Sunday school teacher, children's or teen ministry leader, girl's or boy's ministry leader, men's or women's ministry leader, nursery ministry leader, greeter or usher, deacon or other ministry leader.**

**An outstanding lay leader will be selected from your nominations. The 2010 winner will be honored by the Christian Education Department with a presentation in his/her home church and will be recognized at the 2009 District Equipping Conference in November. The Potomac District's selection as Sunday School Teacher of the Year will also be sent to the national office to be considered for national recognition.**

- STEP 1** Complete all information on both sides of this form. Use one form for each lay leader.
- STEP 2** Write a letter stating why this lay leader should merit district or national attention. **Your letter will be a key factor in determining if your nominee will be selected.** If you need help composing your letter (especially if you are a young student), you may want to confer with your pastor or Christian education leader. *Nominations without a letter will not be considered for district or national recognition.*
- STEP 3** Return form to your pastor for his/her approval and signature.
- STEP 4** Mail or fax the completed form(s) and letter(s) to:  
**Potomac Christian Education**  
**PO Box 690**  
**Gainesville VA 20156**  
**FAX: 703.754.0368 ATTN: Potomac Christian Education**

**DEADLINE**  
**Oct 1**  
**2009**

**This form is reproducible. Make as many copies as you need.**

<b>NOMINATION SUBMITTED BY</b>
<b>SUBMITTER'S EMAIL</b>
<b>NAME OF LAY LEADER</b>
<b>AREA OF MINISTRY:</b> <input type="checkbox"/> Sunday school teacher <input type="checkbox"/> Other ministry _____
<b>CHURCH</b>
<b>CHURCH CITY/STATE</b>
<b>SECTION</b>
<b>PASTOR'S NAME</b>
<b>PASTOR'S EMAIL ADDRESS</b>
<b>PASTOR'S DAYTIME PHONE (including area code)</b>
<b>PASTOR'S SIGNATURE (required)</b>

# Evaluation of excellence

The traits listed at the right represent a high standard of excellence in Christian ministry. The traits are based both on Biblical teaching qualities and discipleship goals. Prayerfully complete the evaluation for the lay leader of your choice. 5 indicates the highest level of excellence.

Lay leader's name:

Lay leader's mailing address:

City/state/zip:

Lay leader's email:

Lay leader's phone number:

Years of teaching or leadership ministry:

Age level taught:

- **Complete the evaluation at right by circling the appropriate numbers.**
- **Write a letter (required):** On a separate sheet of paper, let us know why your nominee should merit district or national attention. The letter is an essential part of the selection process.
- **Mail nomination form to:**  
Potomac Christian Education  
PO Box 690  
Gainesville VA 20156
- **Or fax to:** 703.754.0368
- **Questions?** Call 703.753.0300; or email: [cbutler@potomacag.org](mailto:cbutler@potomacag.org)

## The following evaluations apply to *all* lay leaders, including Sunday school teachers—

- 1 2 3 4 5 **Faithfulness:** Is a church member and regularly worships with the church body. Is faithful in all assignments and responsibilities.
- 1 2 3 4 5 **Positive Attitude:** Looks for the best in people and events. Is adaptable. Encourages and raises the spirits of others.
- 1 2 3 4 5 **Generosity:** Invests personal resources, time and abilities. Supports the work of God. Regularly supports the church with financial resources.
- 1 2 3 4 5 **Promptness:** Arrives for ministry in time to pray and to prepare the learning environment before students arrive.
- 1 2 3 4 5 **Devotional Life:** Committed to spiritual development. Prays for students' needs and spiritual growth.
- 1 2 3 4 5 **Accountability:** Respects, and cooperates with, pastor and church leaders.
- 1 2 3 4 5 **Loves Students:** Enjoys being with students. Models unconditional love. Interacts with students in and out of class.
- 1 2 3 4 5 **Assimilation:** Involves students in befriending new members. Plans interactive learning that promotes friendships.
- 1 2 3 4 5 **Follow Up:** Develops strategies for promoting fellowship among students outside of the class. Follows up on guests.
- 1 2 3 4 5 **Personal Evangelism:** Models personal evangelism. Develops/pursues evangelism strategies.
- 1 2 3 4 5 **Growth:** Class attendance has increased in the past year.
- 1 2 3 4 5 **Raises Awareness:** Connects learning with doing. Describes the difference Christians can and do make in the world.
- 1 2 3 4 5 **Gift Development:** Helps students discover and develop spiritual gifts. Promotes Biblical definition of everyone as a minister. Mentors others for ministry.
- 1 2 3 4 5 **Ministry Projects:** Schedules one or more class ministry projects each year. Encourages students to minister as individuals.

## The following evaluations apply exclusively to Sunday school teachers only—

- 1 2 3 4 5 **Equips Students:** Effectively teaches students to witness. Provides age-level appropriate methods for sharing Christ with friends and family members.
- 1 2 3 4 5 **Teacher Improvement:** Pursues training events/resources. Teaches with freshness. Uses staff training books.
- 1 2 3 4 5 **Teaching Skill:** Teaches at the students' level of understanding. Provides balanced doctrinal truth using a variety of methods. Adapts lessons to fit learning styles, needs and interests.
- 1 2 3 4 5 **Teaches for Life Change:** Schedules times for prayer and other response. Promotes sharing about personal, spiritual growth.
- 1 2 3 4 5 **Teaching Model:** Fruit of the Spirit evident. Students learn from teacher's life as well as from lessons. Shares faith stories.