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## Nominating Committee

**Scope:** Enlist officers, directors, council members, and committee members.

**Purpose:**

The Nominating Committee is responsible for enlisting persons to serve as offices, directors, council members, and committee members. To coordinate the enlistment of all nominees to ensure equitable workload distribution. To make the nomination report to the church for all nominees including nominees' names provided to the committees by the Directors.

**Membership:**

The Nominating Committee shall consist of nine (9) regular members nominated by the Nominating Committee and elected by the church for three-year rotating terms, which begin in January annually. Nominating Committee membership shall represent the adult age demographics of the church membership. At the scheduled Church Conference in February, the Nominating Committee shall report for church election the Director nominees for the offices of Media Library Director, Men's Ministries Director, Senior Adult Ministries Director, Special Needs Ministries Director, Sunday School Directors, and Women's Ministries Director. The Directors shall participate in the nomination process by enlisting nominees for the organizations of which they have Directorship. The Directors shall coordinate nominees for their organizations with the regular Nominating Committee, which is responsible for making the nomination report to the church. Pastoral staff shall assist with nominees for the ministries in which they have primary responsibility. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

**Relationships:**

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The Committee Chair serves as a member of the Church Council.

**Duties:**

1. Elect officers and develop a committee plan of work for the year.
2. Obtain resources from the church office to include prior year's Nominating Committee report, church directory, pictorial directory, Sunday School class rosters, and other identifying lists.
3. Prior to the February conference conduct committee meetings, coordinate with the staff and directors and contact nominees to be placed in nomination for the Director positions during the February conference.
4. Prior to the May conference conduct committee meetings, coordinate with the staff, and contact nominees to be placed in nomination during the May conference.

5. Enlist church members in good standing to serve as officers, council members, committee members and other church approved positions necessary to carry on the work of the church. Communicate an understanding of position requirements to nominees.
6. Conduct other Nominating Committee meetings in order to complete a full slate of the positions for which nominations are required for the August, November and December church conferences.
7. Present nominations to the church at scheduled church conferences.
8. Function as a committee throughout the year to nominate replacements as vacancies occur.
9. Meet as often as needed to accomplish the committee's purpose.
10. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.
11. Provide a written report of deliberations, activities and recommendations to the Church Council when requested.