

Eastminster Presbyterian Church Nominating Committee

Book Of Order

The Book of Order for 2011 to 2013 contains two sections that refer to the nominating process. Those references are:

G-2.04

F-1.0403

Copies of these section are attached.

Operating Practices at Eastminster

Composition of Committee

One ruling elder

One ruling deacon

One ruling trustee

One ruling Pre School board member

Five at large members

The nominating committee is elected annually by the congregation at its annual meeting. The suggestion is that the chair of nominating come to the annual meeting with a list of people willing to serve on nominating for that year. That will insure the above requirements are met. If additional names are offered by the congregation, they would be in addition to the core slate. An attempt should be made to stagger the terms of members if they are serving more than one year. In this way one group of people do not serve for three years.

Confidentiality

Confidentiality is essential for the effective operation of this committee. Without the understanding that whatever is said in meetings is not to be repeated, this committee cannot function properly.

Determination of candidates

It is suggested that the congregation be requested to submit names for consideration. It is up to the committee to determine the best way to facilitate congregation interaction. One way is to use a flyer insert in the pew pads, bulletins, and monthly newsletter.

It is hoped the diversity of the committee will be a good source of names. Also lists from prior year committees are a potential source.

All candidates must be active members. The rolls should be reviewed to determine the status of potential candidates.

Second Term Officers

The Book of Order provides for a person to serve two consecutive terms if they so desire. In determining how many open positions the committee needs to fill, the Chair of Nominating should talk with each board head. The purpose is to determine whether any officers completing their three year term are interested in serving another term. In addition it provides the board leader the opportunity to determine whether the person has served faithfully and responsibly for the past three years.

Prioritization of candidates

In order to start asking individuals to consider assuming an office, the committee must first rank the candidates. Candidates should be separated by office and then separated by gender. The Book of Order required diversity on all committees and offices with the hope of equal representation of genders.

It is up to the committee on how to rank individuals. It can be handled in many ways, such as:

- Open discussion
- Ranking 1 to XX (lowest total is number one) by each member and totaling
- Secret ballot and averaging

Pastoral Review

While the pastor is not a member of the Nominating Committee, he or she should be included in the process. The reason for this is that the pastor may be in possession of superior knowledge about a potential candidate that would exclude that person for consideration.

Calling assignment

Once the candidates are ranked in calling order, it is suggested that all candidates be assigned a committee member or two who will contact them. It is easier if the total list is assigned at this point. In this way further actions can be handled over the telephone and minimize the need for additional meetings.

Talking to candidates

It is the strong suggestion that discussions with candidates be accomplished at their homes. Appointments should be made with the candidate knowing the reason for the meeting. Discussions at Church are not effective ways to convey the important of this issue. If possible two members of nominating should call on a candidate.

The candidate should be presented with a description of the office they are being asked to consider. The requirements of the position should be spelled out in detail along with the commitment required. Eastminster is looking for people who will be committed to the office and not just position fillers. The candidate should be encouraged to prayerfully consider the position and not to make an immediate decision. A list of current members holding that position should be provided and the candidate be encouraged to talk to current office holders to understand the requirements.

Timetable

At the present time all boards operate on a September to August year. As such the process for all positions should start immediately with hopeful completion by the end of April. As soon as a full slate is complete, Session should call for a special congregation meeting to elect them. If a full slate is taking more time than anticipated, then two congregational meetings should be called so that candidates accepting position can start to be incorporated into their respective boards. The second congregational meeting would complete the slate.

Eastminster Presbyterian Church
Nominating Committee
Nominating Form

To assist the Nominating Committee in gathering names of members to be considered for leadership rolls, we ask that you complete the form below. Eastminster relies on its members to lead its programs. Please list those individuals, or yourself, that you feel would act as good Christian leaders for our Church.

Also indicate the Board this person would be suited to serve on.

Member	Elder	Deacon	Trustee	Pre School